



ADITYA ENGINEERING COLLEGE (A)

Aditya Nagar, ADB Road, Surampalem

Office Order

Date: 31-07-2023

Sub: Constitution of **Career Guidance, Training and Placement Committee** for the academic year 2023-24 – Reg.


The undersigned is pleased to constitute the **Career Guidance, Training and Placement Committee** with the following members for the academic year 2023-24. The convener is required to oversee the activities of the committee, convene the meeting and report the recommendations to the Principal.

1. Dr. G. V. Krishna Pradeep, Asst. Prof., Dept. of ME	Convener
2. Ms. K. Vasavi, Manager-Industrial Relations & Placements	Member
3. Mr. G. Dinesh, Asst. Prof., Dept. of CE	Member
4. Dr. R. Uzwal Kiran, Asst. Prof., Dept. of ME	Member
5. Mr. Ch. Govinda, Asst. Prof., Dept. of EEE	Member
6. Mr. G. Usandra Babu, Asst. Prof., Dept. of ECE	Member
7. Mr. B. R. S. S. Raju, Asst. Prof., Dept. of CSE	Member
8. Mr. P. S. Satya Prasad, Asst. Prof., Dept. of IT	Member
9. Mr. V. Vijay Kumar, Asst. Prof., Dept. of Min. E.	Member
10. Dr. T. Anil Kumar, Asst. Prof., Dept. of PT	Member
11. Dr. V. Tejaswini, Asst. Prof., Dept. of Ag. E.	Member
12. Mr. G. Siva Sankar, Asst. Prof., Dept. of AIML	Member
13. Mr. V. Nagaraju, Training and placement officer	Member
14. Ms. P. Sowbaghya, 21A91A0143	Member
15. Mr. G Arun Kumar, 20A91A0316	Member
16. Mr. P. Venkata Krishna Reddy, 20A91A1239	Member
17. Mr. Y. Varun, 21A95A2713	Member
18. Mr. K. Paramesh, 21A91A6147	Member

FUNCTIONS:

- Identify eligible students for various placement drives.
- Assess the students aptitude for the given job profile and train them accordingly.
- Organize workshops, seminars and career fairs to expose students to various career opportunities and industries.
- Offer training programs to enhance students' employability skills such as communication, problem-solving, leadership and teamwork.
- Provide specialized training in technical skills, software proficiency and industry-specific knowledge.
- Conduct mock interviews and group discussions to prepare students for the job application and interview process.
- Organize professional development sessions to keep students updated with the latest industry practices and advancements.
- Develop and maintain relationships with various industries and employers for conducting Campus Recruitment.
- Act as a facilitator between the Recruiters and Students during Campus Recruitment.

- Assist students in creating and refining their resumes and cover letters to make them more appealing to employers.
- Provide guidance on pursuing higher studies for career growth prospects.
- Maintain necessary records.


(Dr. M. Sreenivasa Reddy)
Principal



To
The members to comply with.