



# Aditya College of Engineering & Technology

Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/Career/2018-19/SOP

DATE: 25-08-2018

## CAREER COUNSELLING CELL STANDARD OPERATING PROCEDURE (SOP) Academic Year 2018-2019

1. The career Counselling Cell of the college is constituted with the Chairman, coordinator, senior faculty members and students from various college departments to provide necessary guidance and information to the students in shaping their future career.
2. A Meeting of the Career Counselling Cell Members will be held at the beginning of the academic year to propose and plan for activities and events during the academic year 2018-2019, which will be recorded in the meeting minutes.
3. The team keeps up to date with employment trends and options to ensure quality advice, train and guide students for higher studies and competitive exams, and new innovative technologies in IT solutions.
4. The Career Counselling Cell has to renew our contacts with the Resource persons and lead higher study training centers to organize higher study and Competitive skills awareness.
5. The Principal will send a requisition letter to Speaker to conduct the awareness programs on Career Counselling and Circulate an internal notice to all the students to participate in Awareness Programs organized by Career Counselling Cell.
6. Feedback forms will also be provided to the students to consider their opinions and suggestions. According to this, organize higher Education study events and Awareness Programs near coaching canter, department-wise.
7. Organizes and Motivates students to take competitive entrance exams and Government Competitive Exams such as GATE, CAT, IELTS, GRE, GMAT, and BANK, UPSC, Civil Services and counsels them for higher studies.
8. Career Counselling Cell Organizes coaching classes on competitive skills required for Private and Government Competitive Exams. For improving competitive skills among the students.

Principal

PRINCIPAL  
Aditya College of  
Engineering & Technology  
SURAMPALAM- 533 437



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Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/Career/2018-19/circular

20-08-2018

## CIRCULAR

All the members of the career counselling committee are informed to attend the meeting in the Career Counselling Cell at Viswaswaraya Bhavan on 25th August 2018 at 1:30 PM. All are requested to attend the meeting without fail.

### Agenda:

- 1) To review the activities and events which are being conducted by Career Counselling Cell.
- 2) To discuss the students' suggestions which are collected from feedback forms.

### Copy to:

1. All members of the Committee
2. IQAC

Principal

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Aditya Nagar, ADB Road, Surampalem - 533437

Ref: ACET/Career/2018-19/MoM

DATE: 25-08-2018

## MINUTES OF CAREER COUNSELLING CELL

(A.Y 2018-2019)

The meeting of the Career Counselling Cell of Aditya College of Engineering & Technology was held on 25th August 2018 with the following agenda:

### Agenda:

1. To discuss Awareness and Orientation Programmes
2. Schedules for Awareness & Orientations Programmes

### Resolutions:

1. Career Counselling Cell To discuss and prepare the standard operating procedure (SOP)
2. To discuss providing Information about various career opportunities available in this competitive world.
3. Career Counselling Cell provides and plans the career development Programs to Students.
4. To plan about awareness program for the students for entrepreneurship.
5. To plan industry-relevant training to the students to match job requirements.
6. To discuss providing Awareness programs and orientation Programs such as GATE, CAT, IELTS, TOEFL, GRE etc.
7. To plan program on interview skills, personality development, communication skills, leadership skills, resume writing, analytical skills, quantitative ability, verbal, and reasoning skills, this is essential to all competitive exams.
8. To discuss providing various job advertisements coming in employment news opportunities and career columns in leading newspapers.
9. To talk about providing Information regarding further course prerequisites, financial aid, academic planning, entrance examinations etc.

Principal

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DATE: 25-08-2019

## Committee Members

S No	Name of the Committee Members	Designation	Role	Signature
1	Dr. T K Rama Krishna Rao	Principal	Chairman	
2	Mr. R Anil Kumar	Asst. Professor	Coordinator-1	
3	Mr. Sheik Shabuddin	Asst. Professor	Coordinator-2	
4	Mr. Sayapanayani Sivacharan	HoD - CE	Member	
5	Mr. Rajesh Murari	HoD - EEE	Member	
6	Dr. Thodeti Srihari	HoD - ME	Member	
7	Dr. Rayudu V V Krishna	HoD - ECE	Member	
8	Dr. Muthevi Anil Kumar	HoD - CSE	Member	
9	Mr. R V V N Bheema Rao	HoD - IT	Member	
10	Mr. Kotamarthi Vijay	Assoc. Professor	Member	
11	Mr. I Ramesh Raja	Asst. Professor	Member	
12	Mr. Depuri Naveen 15P31A0158	Student	Member	
13	Mr. Chelliboina Avinash 16P35A0315	Student	Member	
14	Mr. Paida Venkata Naga Sai Mani Kumar 17P31A04A2	Student	Member	
15	Ms. Chamarthi Sai Surya Madhuri 17P31A0506	Student	Member	

Principal

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