



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK, Accredited by NBA & NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

Ref: ACOE/CGC/2023-24/Constitution of CGC

Date: 04-07-2023


CAREER GUIDANCE CELL 2023-24

NOTICE

The undersigned is pleased to constitute the Career Guidance Cell (CGC) with the following members for the academic year 2023-24 to assist students in their career planning and provides information that helps the students to give a direction to their aspirations and interests.

S.no	Name of faculty	Designation	Role
1	Dr.A.Ramesh	Principal	Chairman
2	Mr.B.Raghava Maheedhar	Assistant Professor -CE	Coordinator
3	Dr.Pullela SVVSR Kumar	Dean (A&A)	Member
4	Dr.G.S.N.Murty	HOD- CSE	Member
5	Prof..K.Manoj Kumar Reddy	HOD- EEE	Member
6	Dr.Y.K.S.Subba Rao	HOD-ME	Member
7	Dr.G.Rama Krishna	HOD-ECE	Member
8	Dr.V.Swamy Nadh	HOD-CE	Member
9.	Ms.Bathula Sree Lasya	3rd Year B.Tech -CSE	Student member
10	Ms.Pulapakura Asha Deepika	3rd Year B.Tech -ECE	Student member
11	Mr.Meka Vamsi Krishna	3rd Year B.Tech -EEE	Student member
12	Mr.Bailapudi Andrews	3rd Year B.Tech -CE	Student member
13	Mr.Kandipalli Raghava	3rd Year B.Tech -ME	Student member
14	Mr.Jaswanth Reddy	Alumni	Alumni Member

Cc to: All members of CGC


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Ref: ACOE/CGC/2023-24/SOP

CAREER GUIDANCE CELL
STANDARD OPERATING PROCEDURE (SOP)
Academic Year 2023-2024

The following steps are involved in a Standard Operating Procedure (SOP) for Career Guidance Cell Committee.

- 1) The career guidance cell of the college is constituted with Chairman, coordinator, senior faculty members and students from various departments of the college to provide necessary guidance and information to the students in shaping their future career.
- 2) Career Guidance Cell will conduct meeting with constituted members in the beginning of the academic year to propose and plan for activities and events for the academic year 2023-2024.
- 3) The team keeps up to date with employment trends and options to guide the students regularly.
- 4) The Career Guidance Cell provides commendable services in areas of Campus Interviews, Job Placements and training programmes for the students that enable them to develop applicable skills in the competitive job market.
- 5) Career Guidance Cell Coordinator will send a programme proposal to the principal with an estimated budget. After that, a request letter will be sent by Principal to Speaker to conduct the awareness programmes on Career Guidance and Circulating an internal notice to all the students to participate in Career Guidance Awareness Programmes.
- 6) Feedback forms also will be provided to the students for considering their opinions and suggestions. A Post –event report will be prepared on the programme and the same is reported to the other members/ committees related.
- 7) The Cell also organizes Workshops and Seminars on Personality Development, Interpersonal Relationship, Communication Skills, Interview Skills, and Presentation Skills to enable the all-round development of individuals.
- 8) Eminent resource persons from various sectors and reputed institutions are invited for providing training to the students.
- 9) A survey will be conducted among students on their career options either in written form or oral.



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- 10) Organizes programmes to create awareness about the importance of higher studies and opportunities in India and Abroad.
- 11) Motivates students to take entrance competitive exams such as GATE, CAT, GRE, and GMAT and counsel them for higher studies.
- 12) Organizes orientation programmes on GATE, CAT, TOEFL, and GRE, etc. towards higher studies for interested students.
- 13) Career Guidance Cell conducts the meetings yearly twice to plan the activities and events.

COORDINATOR
CAREER GUIDANCE CELL

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Ref: ACOE/CGC/2023-24/1/Circular

Date: 08-07-2023

CIRCULAR

All the members of the Career Guidance Committee are informed to attend the meeting in the Career guidance cell at Ramanujan Bhavan on 11th July 2023 at 01:30 PM to discuss the future course of action for the academic year 2023-24.

Agenda:

- 1) To discuss and prepare the standard operating procedure (SOP).
- 2) To discuss on providing information about various careers available in this competitive world
- 3) To plan the career development seminars and workshops.
- 4) To talk about inviting companies to interact with students.
- 5) To talk about resources for needy students to apply for jobs.
- 6) To plan awareness programmes to the students for entrepreneurship.
- 7) To plan about industry-relevant training to the students to match job requirements.
- 8) To discuss on conducting orientation programmes for GATE, CAT, TOEFL, GRE etc.
- 9) To discuss on providing of various job advertisement coming in employment news, opportunities and career columns in leading newspapers.
- 10) To talk about providing information regarding further course prerequisites, financial aid, academic planning, entrance examinations etc.

COORDINATOR-CGC
Cc to: All members of CGC

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Ref: ACOE/CGC/2023-24/1/Minutes

Date: 11 -07-2023

MINUTES OF CGC Academic Year 2022-23

Date of meeting	11 July 2023	Duration	1.30 PM to 3PM
Venue	Career Guidance Cell, Ramanujan Bhavan.		
Reference	Ref: ACOE/CGC/2023-24/1/Circular dated 11 July 2023		

The meeting of CGC of Aditya College of Engineering held on 11th July 2023 with the following agenda:

Agenda:

- 1) To discuss and prepare the standard operating procedure (SOP).
- 2) To discuss providing information about various career opportunities available in this competitive world
- 3) To plan the career development seminars and workshops.
- 4) To talk about inviting companies to interact with students.
- 5) To talk about resources for needy students to apply for jobs.
- 6) To plan about awareness programme to the students for entrepreneurship.
- 7) To plan about industry-relevant training to the students to match job requirements.
- 8) To conduct orientation programmes providing on GATE, CAT, IELTS, TOEFL, GRE etc.
- 9) To discuss on providing of various job advertisement coming in employment news, opportunities and career columns in leading newspapers.
- 10) To talk about providing information regarding further course prerequisites, financial aid, academic planning, entrance examinations etc.

The meeting of career guidance cell was commenced by Coordinator-CGC. He welcomed all the committee members. The coordinator presented the agenda along with recommendations and requested the Chairman to initiate the discussion. The points of the agenda were discussed and the resolutions were made.



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The Chairman-CGC welcomed all the members to the meeting and appreciated everyone who worked for career guidance cell and expected the same contribution in future also. Further, chairman reviewed and discussed the points of agenda.

MINUTES AND RESOLUTIONS

- 1) The chairman explained all the salient features regarding career guidance cell with all committee members and advised to prepare Standard Operating Procedure (SOP).
- 2) The chairmen talked about various opportunities available in these competitive fields .committee members also suggested a new way of creating opportunities in this competitive field. Chairman has added that suggestions in the salient features of career guidance cell
- 3) Coordinator has come up with some proposals regarding conducting the Programmes such as orientation programmes on GATE, BANKING and IELTS Exams .committee asked the chairman about available resources to conduct seminars or workshops. Chairman clarified that college has good relations with reputed consultants and organizations to provide necessary assistance and guidance to the students.
- 4) Coordinator has explained the importance of companies interaction with students which is useful to know the various opportunities available on completion of their graduation
- 5) The chairman also said about the utilization of available resources to make the decisions regarding their career .various resources are explained by the chairman to the members.
- 6) The chairman talked about entrepreneurship and possibilities of implementation by the students. Committee members also shared their thoughts in the meeting about entrepreneurship. Chairman conveyed that the college management has given importance in the annual budget also to encourage the entrepreneurship.
- 7) Committee members discussed industry-relevant training to match the job profile and requested the chairman to implement this programme .chairman accepted and reminded that it is the part of MOU's already college has signed.
- 8) Student members suggested the orientation programmes for GATE, CAT, IELTS, TOEFL, and GRE...etc. to encourage the higher studies. Members also agreed with this and planned for providing orientation programmes to the interested students.
- 9) Student members have suggested career guidance notice board to spread the various job advertisements coming in employment news, opportunities and career columns in leading newspapers. Chairman accepted and suggested that; make this in college website and college TV Screens also.
- 10) Finally, The Chairman and the coordinator thanked all the members present for their dedication and commitment to carrying out the system successfully. The meeting was concluded with thanks to the Chairman.



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Members attended the meeting on 11 July 2023

S.no	Name of faculty	Designation	Role	Signature
1	Dr.A.Ramesh	Principal	Chairman	
2	Mr.B.Raghava Maheedhar	Assistant Professor -CE	Coordinator	
3	Dr.Pullela SVVSR Kumar	Dean (A&A)	Member	
4	Dr.G.S.N.Murty	HOD- CSE	Member	
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Date: 11-07-2023

CAREER GUIDANCE CELL

STRATEGIC PERSPECTIVE PLAN FOR THE ACADEMIC YEAR 2023-2024

S.NO	NAME OF THE PROGRAMME	TENTATIVE DATE	TARGET AUDIENCE
1	Awareness on Higher Education in India & Abroad.	July-2023	III,IV Year B.Tech Students
2	Orientation programme on GATE &ESE	August-2023	III,IV Year B.Tech Students
3	Awareness programme on Civil Service Exams	September-2023	III,IV Year B.Tech Students
4	Career opportunities after Engineering	October-2023	II,III Year B.Tech Students
5	Awareness programme on Entrepreneurship	November-2023	III,IV Year B.Tech Students
6	Awareness programme on Opportunities in Software Field	December-2023	III,IV Year B.Tech Students
7	Awareness programme on Management studies	January-2024	III,IV Year B.Tech Students
8	Awareness programme on Banking sector jobs	February-2024	III,IV Year B.Tech Students

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