ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664, 08852-200005)
Website: www.acop.edu.in, Email: office@acop.edu.in

20 - 21

CAREER COUNSELLING CELL

About:

The Career Counselling Cell of Aditya College of Pharmacy is formed to facilitate students towards their Career opportunities. The career counselling cell is constituted with the chairman, coordinators, faculty members and students. The career counselling cell (CCC) addresses both the academic and career concerns and opportunities. The inclusion of guidance about market patterns and employability can help the institution in building a base for the students. A career counselling committee is working towards organizing interactive sessions on the issue of probable upcoming career options, competitive exams, and government jobs to students.

OBJECTIVE:

1. Helping the students know themselves better regarding their interest, abilities, aptitudes and opportunities that will help them build up their profile for university admissions and their professions.
2. Providing information on various job options, courses, colleges, and current career trends.
3. Developing positive attitudes in the learners towards study and work and help in the total development of the students
4. Organizing meaningful and engaging career fairs for students at the institute.
5. Assisting students in gaining access to and filling out paperwork for universities in India and abroad and encouraging them to start the process early so that they do not miss the deadline.
6. Updating students on Career/Job/Scholarship/Academic information
7. Students are thoroughly prepared for industry and universities. We are a portal to higher education with a strong industry connection.

Co-ordinator

ADITYA COLLEGE OF PHARMACY SURAMPALEM

PRINCIPAL

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

CAREER COUNSELLING CELL

Functions ofCCC:

1. To provide the applicationbased career making knowledge to the student
2. Providing information about current job awareness
3. Providing extra career boosting academic facilities to the students
4. To organize programmes to create awareness about the importance of higher studies in India and Abroad
5. To organize and offer various programmes on Personality Development, Soft Skills and Communication Skills.
6. To ensure information regarding jobs/positions/opportunities available in the job world.

Co-ordinator

ADITYA COLLEGE OF PHARMACY SURAMPALEM

PRINCIPAL

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph:9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

CAREER COUNSELLING CELL

Facilities:

- **Academic Year** – 2020-2021
- **Room Number** – Principal's conference room
- **Purpose** –
- To assist the students know themselves better regarding their interest, abilities, aptitudes and opportunities that will help them build up their profile for university admissions and their professions.
- **Area** –

➢ **Career Counselling Cell**
➢ Organize career guidance Programmes.
➢ Provide information on Career/Job/Scholarship/Academic information
➢ Provides training for competitive exams.

Co-ordinator

ADITYA COLLEGE OF PHARMACY SURAMPALEM

PRINCIPAL

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph:9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

CAREER COUNSELLING CELL

Management of the cell (committee) – Committee composition

- **Committee Members-**The following members are constituted by the Principal for **Career Counselling Cell**for the academic year 2020-2021.

A.Y-(2020-2021)

S. NO	NAME OF THE COMMITTEE MEMBER	DESIGNATION	ROLE
1	Dr. K. Ravi Shankar	Principal	Chairman
2	Dr. K. Rama Krishna	Associate Professor	Convener
3	N. Divya	Associate Professor	Member
4.	K. Pakeeraiah	Assistant Professor	Member
5.	N. Rasi (173H1R0029)	Student	Member
6.	Mustafa Ansar (173H1R0086)	Student	Member
7.	N. Vinay Babu (183H1R0034)	Student	Member
8.	K. Mani Kumar (183H1R0078)	Student	Member

Co-ordinator

ADITYA COLLEGE OF PHARMACY SURAMPALEM

PRINCIPAL

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph:9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

CAREER COUNSELLING CELL

Standard Operating Procedure (SOP)

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 2020-2021, 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 employability.
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
7. Organizes and Motivates students to take competitive entrance exams and Government Competitive Exams such as GPAT, 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.

Co-ordinator

ADITYA COLLEGE OF PHARMACY SURAMPALEM

PRINCIPAL

PRINCIPAL
Aditya College of Pharmac
SURAMPALEM-533 437

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph:9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

CAREER COUNSELLING CELL

Activityof Career Counselling Cell

WORKING HOURS:

- The **Career Counselling Cell** serves as the guidance tool for the students for their future endeavours, being opened throughout the year except on national holidays to facilitate the students.

Career Counselling Cell timings:

- 9:30am to 4:30pm on all working days. .

MEMBERS OF THE **Career Counselling Cell**:

- The members of the **Career Counselling Cell** are constituted every academic year.

Co-ordinator

ADITYA COLLEGE OF PHARMACY SURAMPALEM

PRINCIPAL

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph:9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

CAREER COUNSELLING CELL

Minutes of the Meeting

The **Career Counselling Cell** meeting was held on 24-08-2020, at 1.30 PM in the Conference room of Principal.

Agenda:

1. To discuss about the Awareness and Orientation Programmes
2. To interact with resource persons for Awareness Programs
3. Schedules for Awareness & Orientations Programmes

Members Present

S. NO	NAME OF THE COMMITTEE MEMBER	ROLE
1	Dr. K. Ravi Shankar	Chairman
2	Dr. K. Rama Krishna	Convener
3	N. Divya	Member
4	K. Pakeeraiah	Member
5	N. Rasi (173H1R0029)	Member
6	Mustafa Ansar (173H1R0086)	Member
7	N. Vinay Babu (183H1R0034)	Member
8	K. Mani Kumar (183H1R0078)	Member

Co-ordinator

PRINCIPAL

ADITYA COLLEGE OF PHARMACY SURAMPALEM

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437

ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)

(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph-9949876664, 08852-200005)

Website: www.acop.edu.in, Email: office@acop.edu.in

The following resolutions were taken as per the agenda.

1. To discuss and prepare the standard operating procedure (SOP)

2. To provide Information about various career opportunities available in this competitive world.

3. To discuss about inviting companies to interact with students.

4. To plan industry-relevant training to the students to match job requirements.

5. To provide Awareness programs and orientation Programs such as GPAT, CAT, IELTS, TOEFL, GRE etc.

6. 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.

7. To provide various job advertisements coming in employment news opportunities and career columns in leading newspapers.

8. To talk about providing Information regarding further course prerequisites, financial aid, academic planning, entrance examinations etc.

Co-ordinator

ADITYA COLLEGE OF PHARMACY SURAMPALEM

PRINCIPAL

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437