# 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 Counseling Committee - Convening Order AY 2022-2023

The Career Counseling Committee is constituted with the following members for the academic year 2022-23 to make necessary arrangements and nurture the students towards their career improvement.

| S. NO | NAME OF THE COMMITTEE MEMBER | DESIGNATION | ROLE |
|---|---|---|---|
| 1 | Dr. K. Ravi Shankar | Principal | Chairman |
| 2 | Dr. K. Ramakrishna | AssociateProfessor | Convener |
| 3 | K. Pakeeraiah | AssistantProfessor | Member |
| 4 | B. V. Renuka Sai Sri | Assistant Professor | Member |
| 5 | B Sudheer (193H1R0004) | Student | Member |
| 6 | Keshab Rungta (193H1R0078) | Student | Member |
| 7 | G. Veera Mani (193G1H1R0071) | Student | Member |
| 8 | K. Kranthi Kiran 193H1T0010 | Student | Member |

ADITYA COLLEGE OF PHARMACY SURAMPALEM

PRINCIPAL

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## 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

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## CAREER COUNSELLING CELL

### Activity of 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 4:30 pm on all working days.

MEMBERS OF THE **Career Counselling Cell**:

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

**Co-ordinator**

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## CAREER COUNSELLING CELL

### Minutes of the Meeting

The **Career Counselling Cell** meeting was held on 24-08-2022, 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. Ramakrishna | Convener |
| 3 | K. Pakeeraiah | Member |
| 4 | B. V. Renuka Sai Sri | Member |
| 5 | B Sudheer (193H1R0004) | Member |
| 6 | Keshab Rungta (193H1R0078) | Member |
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Co-ordinator

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**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**

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