



# K. K. DAS COLLEGE

GRH - 17,  
BAISHNABGHATA-PATULI,  
GARIA, KOLKATA - 84



SOP FOR  
CAREER  
COUNSELLING &  
PLACEMENT CELL

## **Introduction**

Career Counselling & Placement Cell Constituted in GB and term renewed usually every two years. The Career Counselling & Placement Cell has a representation of four teachers as member, one teacher as Convenor and Principal as Chairman. Need based meeting is fixed for discussing the employment opportunities of the students. Notice is circulated to the members prior to the meeting.

## **Objective**

Fulfilling the dreams of the aspirants through

- Career Counselling & career guidance program for students to enable them to enter the corporate world with the right skills and attitude.
- Career Guidance sessions
- To provide assistance and train students to achieve their career goal.
- Job Opportunities to the students through On-Campus, Job Fairs.
- Providing Training required for the placements is the primary goal of the Cell.
- Guidance sessions for Higher studies
- Guest Lectures and Eminent Personalities from the corporate world are invited to address our students for motivation, experience sharing.
- To create awareness amongst students about the existence of career and placement.
- To provide pre placement training workshops/seminars/guest lecture sessions for the students.

## **Work Procedure**

### **I. Organizing Talk/Lecture/Workshop/Seminar**

**STEP 1:** Topic Selection and Approval Members of the cell discuss and recommend topic of lecture/talk to be organized. Placement coordinator seeks approval from Principal regarding the same.

**STEP 2:** Notice is displayed mentioning schedule for the event, resource person and other necessary details.

**STEP 3:** Payment to Resource person Session fee and conveyance charges are paid to resource person as per the norms through NEFT/Cheque/Cash.

**STEP 4:** Attendance of the participants are recorded. A summary report along with relevant photographs is submitted to the IQAC for future record.

### **II. Campus Placement**

#### **STEP1: Registration**

Companies contact Placement Cell for on campus placement. Accordingly a google form is created for this purpose. Final year students are required to register themselves through this form.

#### **STEP 2: Inviting Company for Placement**

College send mail/letter companies for formal invitation for placement.

After receiving positive response, coordinator conducts pre placement formalities with company to get in depth information about the profiles being offered, pay package, number of posts, etc.

Based on request of the Company, the students' database after obtaining willingness from students will be shared with the company

### **STEP 3: Conducting Placement Drive**

A notice is circulated regarding the placement drive mentioning the Schedule of Drive, 3 days prior the scheduled date. Final results are announced by the companies soon after the final level of interview are over. Once the student receives the appointment letter/offer letter/internship letter by mail/in person, he/she is directed to submit the same to the department staff coordinator.