



# Annai Violet Arts & Science College

(Affiliated to the University of Madras, Co-Ed | NAAC Accredited)

## Career Guidance and Placement Cell

### Standard Operating Procedure

The Career Guidance and Placement Cell of Annai Violet Arts and Science College functions with the objective of providing guidance and assistance to achieve their career goals. It consists of representatives from each Stream and acts as a crucial link between academic program of the students and their suitable employment. It provides awareness on higher studies, self employment and job opportunities. The unit takes adequate steps in identifying the current demands of the industry and prepares students towards this need. Students of Annai Violet College of Arts and Science are given job opportunities through On Campus as well as through of Off-Campus Career Exploration Fairs.

## 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: Notification

A circular is sent to respective departments, stating the purpose of the program. 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 and Proforma for the same is filled by the respective resource person.

### STEP 4: Feedback Form and Report

- Feedback form for the event is collected from the participants.
- A summary report along with relevant photographs is submitted to the IQAC and team of College Manual for future record.

## II. On Campus Placement

## **STEP1: Registration**

- Final year students are required to register themselves in the beginning of the 6th Semester to their respective Faculty member nominated for each Stream. (The Placement cell Coordinator and its Members details are mentioned in the website)
- Placement Cell Members will collate the data collected and submit to the Placement Officer.

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

- Members of the committee propose names of companies/organisations which can offer placements to the students.
- College invites companies for placement through Placement Cell coordinator via mail/letter.
- 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.
- All the information regarding the company and the placement drive is discussed among the members of cell in a meeting.
- Required approval for conducting placement drive in the campus premises is taken from Principal through Placement Cell Convener along with other necessary expenses.
- 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**

- The Coordinator notifies concerned departments about the schedule of placement drive. A circular is sent to respective departments mentioning the Schedule of Drive, 3 days prior the scheduled date. Notice is displayed mentioning details of the Drive.
- Companies conduct their selection process on the scheduled date and evaluate candidates on the basis of written test/group discussion/personal interviews.
- 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.

## **III. Off Campus Placement**

### **Registration and Documentation**

- Final year students are required to register themselves to their respective Faculty member nominated for each Stream. (The Placement cell Coordinator and its Members details are mentioned in the website)
- Placement Cell Members will collate the data collected and submit to the Placement Officer.
- Placement coordinator seeks approval from Principal regarding the same.
- A circular is sent to respective departments mentioning the Schedule of Off Campus job fair, and the notice is displayed mentioning details of the Drive.
- Student shall be given On-Duty approved by Principal, to participate.
- 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.