



# ADITYA

## PHARMACY COLLEGE

Ref: APC/Career /2017-18 /SOP

DATE: 21-08-2017

**CAREER COUNSELLING CELL**  
**STANDARD OPERATING PROCEDURE (SOP)**  
**Academic Year 2017-2018**

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 2017-2018, 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.



*b. vinu*  
Principal

**PRINCIPAL**  
Aditya Pharmacy Colleg  
SURAMPALAM-533 437

# ADITYA

## PHARMACY COLLEGE

Approved by AICTE & PCI – NEW DELHI, Affiliated to JNTU KAKINADA  
(Formerly known as Aditya Institute of Pharmaceutical Sciences & Research)

Ph: 98665 76663  
Email: office@adityapharmacy.edu.in  
Website: www.adityapharmacy.edu.in

Ref: APC/ Career / 2017 -18 / CO

Date: 14-08-2017

### Career Counseling Committee - Convening Order AY 2017-18

The Career Counseling Committee is constituted with the following members for the academic year 2017-18 to make necessary arrangements and nurture the students towards their career improvement.

S. No	Name of the committee member	Designation	Role
1	Dr. D. Divakar	Principal	Chairman
2	Mr.M.Vinay Kumar	Asst.Professor	Convener
3	Ms. M.Bhagya Lalitha	Asst.Professor	Member
4	Ms.Sahitya Velicheti 153G1R0047	Student	Member
5	Mr.Perumalla Gowtham 143G1R0059	Student	Member
6	Mr.Devagupthapu Bhargava Ramu 143G1T0005	Student	Member
7	Ms.Veera Keerthi Chandana 133G1T0025	Student	Member

Copy to: All members of the Committee



  
**PRINCIPAL**  
PRINCIPAL  
Aditya Pharmacy College  
SURAMPALAM-533 437





# ADITYA

## PHARMACY COLLEGE

Ref: APC/Career /2017-18 / Circular

DATE: 19-08-2017

### CIRCULAR

All the members of the career counselling committee are informed to attend the meeting in the Career Counselling Cell on 21st August 2017 at 2:00 PM. All are requested to attend the meeting without fail.

#### Agenda:

- 1) To review the activities and events which are being conducted by Career Counselling Cell.
- 2) To discuss the students' suggestions which are collected from feedback forms.

#### Copy to:

All members of the Committee

  
Principal





# ADITYA

## PHARMACY COLLEGE

Ref: APC/Career /2017-18/ MoM

DATE: 21-08-2017

### MINUTES OF CAREER COUNSELLING CELL

(A.Y 2017-2018)

The meeting of the Career Counselling Cell of Aditya Pharmacy College was held on 21st August 2017 with the following idea:

#### 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

#### Resolutions:

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 provide resources for needy students to apply for jobs.
5. To plan industry-relevant training to the students to match job requirements.
6. To provide Awareness programs and orientation Programs such as GPAT, CAT, IELTS, TOEFL, CRE etc.
7. 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.
8. To provide various job advertisements coming in employment news opportunities and career columns in leading newspapers.



*[Signature]*  
Principal

PRINCIPAL  
Aditya Pharmacy Colleg  
SURAMPALAM-533 437



# ADITYA

## PHARMACY COLLEGE

DATE: 21-08-2017

### Committee Members

S. No	Name of the committee member	Designation	Role	Signature
1	Dr. D. Divakar	Principal	Chairman	<i>[Signature]</i>
2	Mr.M.Vinay Kumar	Asst.Professor	Convener	<i>M. Vinayakumar</i>
3	Ms. M.Bhagya Lalitha	Asst.Professor	Member	<i>[Signature]</i>
4	Ms.Sahitya Velicheti 153G1R0047	Student	Member	<i>S. velicheti</i>
5	Mr.Perumalla Gowtham 143G1R0059	Student	Member	<i>P. Gowtham</i>
6	Mr.Devagupthapu Bhargava Ramu 143G1T0005	Student	Member	<i>D. Bhargava Ramu</i>
7	Ms.Veera Keerthi Chandana 133G1T0025	Student	Member	<i>V.E. Chandana</i>

*[Signature]*  
Principal