



ADITYA

PHARMACY COLLEGE

Ref: APC/Career /2020-21 /SOP

DATE: 24-08-2020

CAREER COUNSELLING CELL

STANDARD OPERATING PROCEDURE (SOP)

Academic Year 2020-2021

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.




Principal

PRINCIPAL
Aditya Pharmacy College
SURAMPALEM-533 437

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PHARMACY COLLEGE

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

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Ref: APC/ Career / 2020 -21 / CO

Date: 17-08-2020

Career Counseling Committee - Convening Order AY 2020-2021

The Career Counseling Committee is constituted with the following members for the academic year 2020-21 to make necessary arrangements and nurture the students towards their career improvement.

S. No	Name of the committee member	Designation	Role
1	Dr. V. Ravi Shankar	Principal	Chairman
2	Mr. D.Nagasen	Asst.Professor	Convener
3	Mr.K. Pydi Raju	Asst.Professor	Member
4	Ms.Alluru Yashoda Krishna 183G1R0006	Student	Member
5	Ms. Sonali Jain 173G1R0043	Student	Member
6	Ms. Sujita Kashyap 173G1T0016	Student	Member
7	Mr. Rongala Lokesh 163G1T0020	Student	Member

Copy to: 1. All members of the Committee
2. IQAC




PRINCIPAL

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Aditya Pharmacy College
SURAMPalem-533 437





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PHARMACY COLLEGE

Ref: APC/Career /2020-21 / Circular

DATE: 21-08-2020

CIRCULAR

All the members of the career counselling committee are informed to attend the meeting in the Career Counselling Cell on 24th August 2020 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:

1. All members of the Committee
2. IQAC




Principal

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PHARMACY COLLEGE

DATE: 24-08-2020

Committee Members

S. No	Name of the committee member	Designation	Role	Signature
1	Dr. V. Ravi Shankar	Principal	Chairman	
2	Mr. D.Nagasen	Asst.Professor	Convener	
3	Mr.K. Pydi Raju	Asst.Professor	Member	
4	Ms.Alluru Yashoda Krishna 183G1R0006	Student	Member	
5	Ms. Sonali Jain 173G1R0043	Student	Member	
6	Ms. Sujita Kashyap 173G1T0016	Student	Member	
7	Mr. Rongala Lokesh 163G1T0020	Student	Member	


Principal



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DATE: 24-08-2020

MINUTES OF CAREER COUNSELLING CELL

(A.Y 2020-2021)

The meeting of the Career Counselling Cell of Aditya Pharmacy College was held on 24th August 2020 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 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.




Principal

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