

**Ashoka Education Foundation**

**Higher Education**

## **Employability Cell**

### **Standard Operating Procedures (SOPs)**

#### **1.0 Introduction:**

Ashoka Education Foundation's Ashoka International Centre for Educational Studies and Research was established in 2008. The college has several cells for the support and development of students. One of the most important cells is Employability Cell also named as Training and Placement Cell.

This cell plans number of sessions for the development of students' skills and help them to become more employable. These sessions/guest lectures are based on the need of the students as well as the requirement of the employer. This cell also looks after the placement of students. AICESR students are placed at different states of India and across India at different positions. In all this Training and Placement Cell has played an active role.

#### **1.1 Objectives of the Club:**

##### **Training-**

1. To identify the training needs of students.
2. To plan as per need identification, trainings for the students.
3. To conduct trainings as per schedule.
4. To develop various employability skills among the students.

##### **Placement-**

1. To establish training and placement cell.
2. To identify students interested for placement.
3. To plan campus placement drives on and off campus for the interested students.
4. To conduct placement drive as per schedule for the interested students.
5. To coordinate with various school, provide job opportunities to students.

#### **1.2 Selection process for Training and Placement:**

##### **For Training**

1. Training is compulsory for all the students.
2. Training needs are identified with the help of Google Form designed and distributed and then analyzed. After the analysis Training calendar is designed as per which training to all students is given.
3. Thus, there is no selection process of students in Training. Rather Training topics are selected.

##### **For Placement**

1. Only semester 4 students are allowed for placement drive.
2. Students are asked if they want to be part of Placement Drive.
3. Students who are not interested are given Waiver Form to Fill.
4. Working students and defaulter students are not allowed to be a part of Placement Drive.
5. Rest all students who maintain attendance more than 85%, who are regular to the college are allowed to participate at Placement Drive.

### **1.3 Flow of Operation:**

This club will be functional in all four units of AEF (HE). This club Training Part will be functional on all classes of all units but Placement Part will be functional only for Second Year (Semester-4).

1. One faculty will be appointed as “Training and Placement Officer” by Principal of unit and unit coordinator will ensure that Training and Placement Club is effectively functional in the unit.
2. For First year-
  - a) Preparation of Google form for need identification.
  - b) Distribution of Google form for need identification.
  - c) Analysis of Google form which was designed for need identification and employer feedback form.
  - d) Planning activities as per the need identified and employer feedback form.
  - e) Incorporating the planned activities in the academic calendar.
  - f) Execution of training activities as per schedule.
  - g) Taking Feedback for the training conducted.
  - h) Submission of reports to QAG, Unit academic coordinator and Unit Head.
3. For Second year-
  - i) Planning remaining activities as per the need identified and employer feedback form.
  - j) Conduction of training activities as per schedule.
  - k) Taking Feedback for the training conducted.
  - l) Submission of reports to QAG, Unit academic coordinator and Unit Head.
  - m) Deciding date of Placement Drive in consultation with Academic coordinator, Principal and QAG Head.
  - n) Orientation with Students and asking them their interest for placement.
  - o) Getting waiver form filled from student who are not interested for placement drive.
  - p) Conduction of Photo Shoot for interested students.
  - q) Collection of Resume of Students for filing.
  - r) Preparation of Placement Brochure.
  - s) Sending invitation of Placement to different schools.
  - t) Confirmation of Schools for Placement.
  - u) Conduction of Placement Drive as per schedule
  - v) Coordinating with School till final placement of students.
  - w) Preparation of Placement Brochure with Placed Students Information.
  - x) Uploading Placement Brochure on Website

y) Publicizing Placed Students details on various social media platforms.

**1.4 Activities to be carried out:**

| Sr. No. | Activity   | Details | Responsibility    | Activity contribution to objective number |
|---------|--|---------|-------------------|---|
| 1       | Provision of Budget for TPO activity   | 1.11    |                   |   |
| 2       | Appointment of TPO for the Unit  | 1.3     | Principal         |   |
| 3       | Orientation of TPO Cell to the students  | 1.5     |                   |   |
| 4       | For First Year-<br>a) Preparation of Google form for need identification.<br>b) Distribution of Google form for need identification.<br>c) Analysis of Google form which was designed for need identification and employer feedback form.<br>d) Planning activities as per the need identified and employer feedback form.<br>e) Incorporating the planned activities in the academic calendar.<br>f) Execution of training activities as per schedule.<br>g) Taking Feedback for the training conducted.<br>h) Submission of reports to QAG, Unit academic coordinator and Unit Head. | 1.3     | Unit Co-ordinator |   |
| 5       | For Second Year-<br>a) Planning remaining activities as per the need identified and employer feedback form.<br>b) Conduction of training activities as per schedule.<br>c) Taking Feedback for the training conducted.<br>d) Submission of reports to QAG, Unit academic coordinator and Unit Head.<br>e) Deciding date of Placement Drive in consultation with Academic coordinator, Principal and QAG Head.  | 1.3     | Unit Co-ordinator |   |

|   |   |      |                                       |  |
|---|---|------|---------------------------------------|--|
|   | <ul style="list-style-type: none"> <li>f) Orientation with Students and asking them their interest for placement.</li> <li>g) Getting waiver form filled from student who are not interested for placement drive.</li> <li>h) Conduction of Photo Shoot for interested students.</li> <li>i) Collection of Resume of Students for filing.</li> <li>j) Preparation of Placement Brochure.</li> <li>k) Sending invitation of Placement to different schools.</li> <li>l) Confirmation of Schools for Placement.</li> <li>m) Conduction of Placement Drive as per schedule</li> <li>n) Coordinating with School till final placement of students.</li> <li>o) Preparation of Placement Brochure with Placed Students Information.</li> </ul> | 1.13 |                                       |  |
|   | Conducting meetings once per month for the follow up  | 1.7  | Unit Co-ordinator                     |  |
| 7 | Uploading Placement Brochure on Website   | 1.3  | Unit Co-ordinator and Media In-charge |  |
| 8 | Publicising Placed Students details on various social media platforms.  | 1.3  | Unit Co-ordinator and Media In-Charge |  |

### **1.5 Beneficial Schemes for students in Training and Placement Cell:**

**An orientation of TPO Cell need to be arranged to communicate to the students its benefit-**

For Training –

1. Students are getting training as per their need free of cost.
2. Students are able to become more employable because of the inputs given in training sessions.
3. Training helps for their Personality Development.

For Placement-

4. Students get an opportunity to have placement drive on their own campus.
5. At a time, students have an option to choose between many schools.

### 1.6 Calculation of target percentage:

- Placement Assistance is given to interested candidate but as such no target is fixed till date.

### 1.7 Club Meetings:

1. In- house meetings can be conducted once in a month. The meeting can be between Training and Placement Officer, Students in- charge of the club.
2. At least Three session **per semester** is mandatory.
3. Expert can be from AEF or outside person having rich knowledge and experience in academics.
4. The training needs to be arranged as per the need analysis of students.

### 1.8 What's app group at unit level:

- There is no need for Special What's app group. Students are communicated about Training and Placement activities through Class What's app group.

### 1.9 MOOC / Value added / Add on courses: N.A.

### 1.10 Solving Old University Question Papers: N.A.

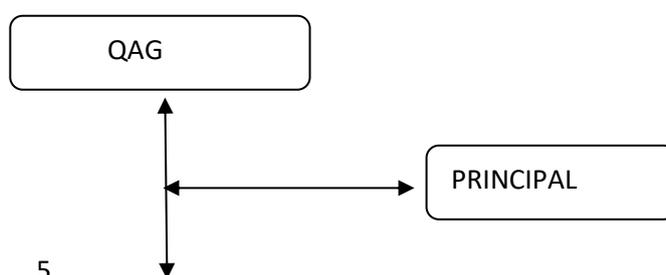
### 1.11 Budget:

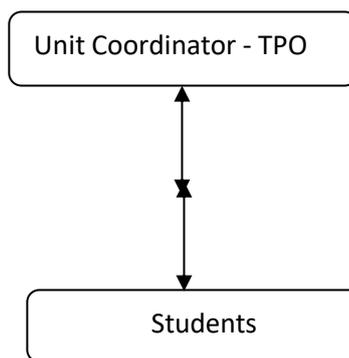
- Some Provision in Budget for Training and well as Placement is kept every year.
- As far as Training is concerned, budget money is required for felicitation of the resource person in the form of book or sampling.
- As far as Placement is concerned, budget is required for hospitality of guests that includes principals, coordinators, teachers of different invited schools.
- Some part of Budget is also required for making photocopies of Invitation Letters and Thank You Letter to be send to different schools.

### 1.12 Reporting Mechanism:

1. Unit coordinator will plan the activities for the semester under the guidance of Principal and will send it QAG head.
2. Unit coordinator will prepare and submit report of the club activities conducted in every month by last working day of particular month to QAG head with CC to unit head.

### 1.13 Communication Flow:





**1.14 Check list:**

| Sr. No. | Activity   | Target completion date                            | Status |
|---------|--|---|--------|
| 1       | Provision of Budget in the Annual Budget of Unit   | Before the beginning of the academic year         |        |
| 2       | Appointment of TPO for the Unit  | Within 1 month of starting of the academic year   |        |
| 3       | Orientation of TPO Cell to the students  | Within 2 weeks of starting of the academic year   |        |
|         | For First Year   |   |        |
| 4       | Preparation of Google form for need identification.  | Within 1 month of starting of the academic year   |        |
| 5       | Distribution of Google form for need identification.   | Within 1 month of starting of the academic year   |        |
| 6       | Analysis of Google form which was designed for need identification and employer feedback form. | Within 1 month of starting of the academic year   |        |
| 7       | Planning activities as per the need identified and employer feedback form.                     | Within 1 month of starting of the academic year   |        |
| 8       | Incorporating the planned activities in the academic calendar.                                 | At the time of Academic Calendar preparation      |        |
| 9       | Execution of training activities as per schedule.  | As per schedule                                   |        |
| 10      | Taking Feedback  | Within one week of the conduction of the activity |        |
| 11      | Preparing Report   | Within one week of the conduction of the activity |        |
|         | For Second Year  |   |        |
| 13      | Planning remaining Training as per plan  | As per schedule                                   |        |
| 14      | Incorporating the planned activities in the academic calendar.                                 | At the time of Academic Calendar preparation      |        |
| 15      | Execution of training activities as per schedule.  | As per schedule                                   |        |

|    |   |   |  |
|----|---|---|--|
| 16 | Taking Feedback   | Within one week of the conduction of the activity   |  |
| 17 | Preparing Report  | Within one week of the conduction of the activity   |  |
| 18 | Deciding date of Placement Drive  | Before the beginning of Forth Semester and before the preparation of Forth year Academic Calendar |  |
| 19 | Waiver Form Filling   | Within two weeks of forth Semester  |  |
| 20 | Conduction of Photo Shoot for interested students.  | Within two weeks of forth Semester  |  |
| 21 | Collection of Resume  | Two weeks before placement drive  |  |
| 22 | Preparation of students data for filing   |   |  |
| 23 | Preparation of Placement Brochure.  |   |  |
| 24 | Sending invitation of Placement to different schools.   | Before 3 weeks of Placement Drive   |  |
| 25 | Confirmation of Schools for Placement.  | Before 2 weeks of Placement Drive   |  |
| 26 | Preparation of Placement Brochure with Placed Students Information and sharing on social media. | After Final confirmation of Placement of Student  |  |

### 1.15 Present Format of Waiver Form Given in ISO

#### ASHOKA EDUCATION FOUNDATION

#### ASHOKA INTERNATIONAL CENTRE FOR EDUCATIONAL STUDIES AND RESEARCH

#### Undertaking For Securing or Waiving Placement Assistance

ACAD/R/46D REV 0 DT 25/6/2017

Date-

To,  
The Principal,  
AICESR,  
Nashik

I the undersigned declare that I have been explained and I understand & accept the procedures, terms and conditions pertaining to the acceptance or rejection of the Placement Cell Activities.

**I would like to avail the facilities/assistance provided by the placement cell and agree to abide by the norms, terms and conditions of the placement cell. – Yes/ No**

**Please read the below statement carefully in case you are waiving your interest in Placement Activities: (To be filled in case of waiver only)**

I \_\_\_\_\_ of B.Ed. hereby state that I do not want to avail the facilities/assistance provided by the placement cell and that I will not hold the institute accountable for this decision or consequences thereof.

Sincerely,

Name of student-

Roll no.-

Contact No.-

Signature of the student-