

Rayat Shikshan Sanstha's

## **Karmaveer Bhaurao Patil College, Vashi, Navi Mumbai**

### **Career Guidance, Training and Placement Committee**

#### **Annual Plan - 2021-22**

##### **Objectives of Placement Committee:**

- To Provide Job opportunities to the maximum student.
- To recognize the core competencies of the students and accordingly assist the student for their academic and Career Planning
- To assist student while pursuing their career goal.
- To identify the Human Resource Requirement of the companies
- To organize training/workshops/seminars for students as per Company Requirement.
- To act as a link between students, alumni and the employment community
- To assist students in obtaining placement in reputed companies
- To enhance communication skills of the student.
- To gather information about job fairs and all relevant recruitment advertisements
- To create database of final years students and companies
- To make MoU with companies for regular campus placement

<b>Sr. No.</b>	<b>Tentative Month</b>	<b>Description of Activities</b>
1	<b>June 2021</b>	<ul style="list-style-type: none"><li>• Start of Academic Session 2021-22</li><li>• Student's data bank creation</li><li>• Online Webinar on Career &amp; Opportunities in Management</li><li>• Webinar on Professional Coaching and Career Guidance</li></ul>
1	<b>July 2021</b>	<ul style="list-style-type: none"><li>• Orientation program - Market Aligned Skill Trainings Powered By American India Foundation.</li><li>• Creating a database of final year and pass out students and getting final year students</li></ul>

		<p>enrolled for the Pre-Placement guidance programme.</p> <ul style="list-style-type: none"> <li>• Preparation of student's record of final year students</li> </ul>
2	<b>August 2021</b>	<ul style="list-style-type: none"> <li>• Insight -Best Career Assessment Tool – Test - UPES Dehradun: Insight</li> <li>• Making registration of the students who are seeking job</li> <li>• Pre-Placement Talks (for both Recruitment and Intern hiring) Written/ Online Test/ Interviews (only for Intern Hiring)</li> <li>• Organizing a Job Fair</li> </ul>
3	<b>September 2021</b>	<ul style="list-style-type: none"> <li>• Cold calling to new companies</li> <li>• Industry Institute Partnership Summit (IIPS)</li> <li>• HR meet</li> <li>• Career Opportunity - SBI Life - SBI Life - Mumbai Metro Region</li> </ul>
4	<b>October 2021</b>	<ul style="list-style-type: none"> <li>• Making Department wise list of the Companies/Employers and make MOUs.</li> <li>• Organizing seminars, workshop for Personality Development Program</li> <li>• Organizing a guest lecture regarding Communication Skills Program</li> </ul>
5	<b>November-2021</b>	<ul style="list-style-type: none"> <li>• Training of Entrepreneurship Development Program</li> <li>• Organizing a resume writing workshop and an aptitude test workshop for various disciplines</li> </ul>
6	<b>December -2021</b>	<ul style="list-style-type: none"> <li>• Organizing a workshop on communication skills, personality development and interview techniques.</li> <li>• Training Program of Campus to Corporate (TCS)</li> <li>• Follow up with the companies</li> </ul>

7	<b>January -2021</b>	<ul style="list-style-type: none"> <li>• Mahindra Pride Classroom – Training (11 days)</li> <li>• Organizing mock technical and Human Resource interviews.</li> <li>• Organizing a guest lecture regarding interview skills.</li> <li>• Organizing a guest lecture Group regarding Discussion Practice</li> <li>• Conducting Industry to Institute Convergence expert interaction sessions</li> </ul>
8	<b>February 2021</b>	<ul style="list-style-type: none"> <li>• Webinar on Position Yourself for the Future - ACE Mentors Pvt. Ltd.</li> <li>• Organizing Mock Interview Sessions</li> <li>• Organizing a Job Fair</li> </ul>
9	<b>March -2021</b>	<ul style="list-style-type: none"> <li>• Career guidance and employability skills - Garware Institute of Career Education and Development, University of Mumbai</li> <li>• Organizing recruitment drives of various companies/employers.</li> <li>• Organizing Public Sector Competitive Exams Training</li> </ul>
10	<b>April – 2021</b>	<ul style="list-style-type: none"> <li>• TCS-National Qualifier Test (NQT)- Rayat Shikshan Sanstha</li> <li>• Organizing “On Campus” recruitment interviews inviting several companies and industries.</li> <li>• Industry Internship Programs</li> </ul>
11	<b>Continuous Process</b>	<ul style="list-style-type: none"> <li>• Start collection of Companies Data from different sources such as past data, websites, personal contacts etc</li> </ul>
12	<b>Continuous Process</b>	<p><b>Follow up of companies for on/off campus</b></p> <ul style="list-style-type: none"> <li>• By Email (Daily Basis)</li> <li>• By telephone call (Daily Basis)</li> <li>• By personal visit (with proper planning and approval from competent authority)</li> </ul>
13	<b>Continuous Process</b>	<p><b>To Prepare list of companies for follow up.</b></p> <ul style="list-style-type: none"> <li>• From past data of different Sources</li> <li>• Relevant Web sites</li> </ul>

		<ul style="list-style-type: none"> <li>• Newspapers</li> <li>• Data from informal sources (friends, networking sources and other sources)</li> </ul>
14	<p><b>Other Proposed Plans</b> (Will depend on the market scenario of the on going pandemic COVID-19.)</p>	<p><b>Other Proposed Plans:</b></p> <ul style="list-style-type: none"> <li>• To organize HR Conclave every year in the month of September</li> <li>• To organize one industrial visit every semester</li> <li>• To organize soft skill workshop in every semester</li> <li>• To organize two corporate guest lecturers every month</li> </ul>

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