

PLAN OF ACTION

Mock Aptitude Test:

Contact organisations and conduct weekly mock aptitude tests covering all the sections (Quantitative Aptitude, Logical Reasoning & Data Interpretation, Verbal Ability & Reading Comprehension, Psychometric, finance/profile related specific questions).

30 Hours Webinar Series:

Conducting webinars on several important topics like Group Discussion, Interview preparation, competitive exams, soft and hard skills to groom students. This can be done virtually on weekends. Contact experienced speakers from various organisations/institutions for the same after going through seminar sheets.

Certificates can be provided to those students who will attend all the webinars. Nominal fee of ₹200/300 can be charged from all the students, if required.

Session on LinkedIn:

Conduct a webinar/seminar on LinkedIn and how to use it effectively. Ma'am knows someone who might be able to organise one for our college exclusively.

Session on Higher Education:

Create a google form for all students to know about their future plans and organise sessions focusing on those fields/exams.

Following questions can be included in the survey form:

- Personal details
- What are their future plans- Jobs, Entrepreneurship, Higher Education
- Which competitive exams they are preparing for

For example,

Conduct a session on the Hospitality Sector. Career in this sector and what talent they are looking for.

Companies that hire for this role: ITC and The Oberoi Group

Webinar for B.EI.ED students:

Organise a webinar on the topic related to the technical tools required for online teaching, how to use google forms and other platforms effectively. Either we can contact some organisation or the Placement Cell team can schedule the same.

Teacher Mentor:

For all recruitments:

Maintain a sheet for all recruitments and teachers allotted. Share the sheet with all the teachers in the starting of the session and update it regularly.

For new members:

New members could be allotted a teacher mentor as well along with a senior. This would help in more involvement of teachers and dealing with company specific issues, if any.

Weekly News Update:

Post news highlights of the week on all our social media handles to enhance general knowledge of students.

Meeting with CRs:

Collect phone numbers and email ids of all CRs and conduct a meeting with them on a regular basis to ensure they post the messages on time.

Budget Preparation:

Prepare the budget for the 2020-21 session in advance during the lockdown period and present it in the Budget Committee Meeting. We can ask for 80,000 depending on the need. If we plan to organise an internship fair, we would need funds for that as well.

Autogram:

Schedule a meeting with Principal ma'am and propose the idea of Autogram.

Team amongst teachers:

Create teams/branches amongst all the teachers to ensure proper division of work. All teachers in a team would guide students on those areas specifically.

Teams can be divided in the following manner:

1. Internship Team
2. Recruitment Team
3. Higher Education Team
4. Competitive Exams Team

Internship Fair:

Organise an internship fair in the even semester. This year, we had prepared the Memorandum of Understanding, Invitation mail (for companies), Posters etc. which can be utilised in the next session. We can take the necessary permissions well in advance after discussing with teachers. To ensure decent footfall, we can circulate a form and make it mandatory for those students to attend. Also, promoting the event on our social media handles.