



# GANGAPUTRA AYURVEDIC COLLEGE & HOSPITAL

Kaithal Road, Kandela, Jind-126125 (Haryana)

## Standard Operating Procedure (SOP) for Student Support, Career Guidance, and Placement Cell

### 1. Purpose

The purpose of this SOP is to define the procedures, roles, and responsibilities within the Student Support, Career Guidance, and Placement Cell (SSCGPC). This Cell is dedicated to providing students with support for academic and personal issues, career development services, and placement assistance. The objective is to help students enhance their skills, build professional networks, and successfully transition from education to employment.

### 2. Scope

This SOP covers all activities and services provided by the SSCGPC, including:

- Academic support services
- Career counseling and guidance
- Internship and placement assistance
- Industry collaborations and partnerships
- Skill development workshops and training programs
- Alumni relations and networking
- Student wellness and counseling services

This SOP applies to all students, faculty, and staff involved with the Student Support, Career Guidance, and Placement activities within the institution.

### 3. Definitions

- **Student Support Services:** Programs and resources designed to assist students with academic challenges, personal issues, and emotional well-being.
- **Career Guidance:** Services designed to help students with career planning, exploration, and decision-making.

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- **Placement Services:** Activities focused on helping students secure internships, jobs, and career opportunities upon graduation.
- **Alumni Relations:** Maintaining and strengthening connections with graduates to provide ongoing career support, networking, and mentorship.

## 4. Structure and Composition

The SSCGPC typically comprises the following members:

- **Head of the SSCGPC (Chairperson):**
  - Oversees the strategic planning and implementation of all student support and placement services.
  - Works with faculty, industry partners, and other departments to align services with student needs and institutional goals.
  - Reports to senior management regarding the status and outcomes of student support, career guidance, and placement activities.
- **Career Guidance and Placement Coordinator:**
  - Manages the placement process, including liaising with employers, organizing job fairs, and assisting students with resume building, interviews, and job applications.
  - Coordinates career counseling sessions and skill development workshops.
- **Student Support Coordinator:**
  - Organizes academic support services, counseling, and personal development programs.
  - Offers guidance on managing academic stress, mental health, and overall well-being.
- **Alumni Relations Officer (optional):**
  - Facilitates alumni engagement, mentorship programs, and networking events to connect students with alumni for career advice and job opportunities.

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- **Counselors or Wellness Officers:**

- Provide emotional and psychological support to students.
- Organize workshops on stress management, conflict resolution, and time management.

- **Placement Cell Staff:**

- Assist with recruitment drives, manage internship applications, and coordinate with employers.
- Maintain and update the placement portal for job postings, internship opportunities, and career events.

## 5. Roles and Responsibilities

- **Head of SSCGPC:**

- Ensure the overall smooth operation of the cell, aligning its goals with institutional priorities.
- Develop and execute annual plans for student support, career guidance, and placement.
- Represent the cell in meetings with external organizations and employers.
- Ensure the maintenance of records related to student placements and alumni involvement.

- **Career Guidance and Placement Coordinator:**

- Provide individual career counseling to students based on their academic interests and career aspirations.
- Assist students with resume writing, interview preparation, and job search strategies.
- Establish and maintain relationships with potential employers, industry leaders, and recruitment agencies.
- Track and report placement statistics, including employment rates, salary data, and company engagement.

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- **Student Support Coordinator:**

- Provide academic assistance through tutoring, peer mentoring, and study groups.
- Offer personal counseling, addressing emotional or psychological challenges faced by students.
- Organize workshops, seminars, and events focused on personal development and wellness.
- Ensure students are aware of the available student support services, including financial assistance, health services, and academic resources.

- **Alumni Relations Officer:**

- Create and manage alumni engagement programs, such as networking events, reunions, and mentorship opportunities.
- Develop an alumni database and facilitate communication with alumni to enhance career prospects for current students.
- Encourage alumni participation in career fairs and recruitment activities.

- **Counselors or Wellness Officers:**

- Offer confidential counseling services to help students manage academic pressure, personal concerns, and mental health issues.
- Organize workshops and programs on topics like mental health awareness, stress management, and communication skills.

## 6. Key Services and Activities

The SSCGPC is responsible for offering a variety of services that aim to support students both personally and professionally.

- **6.1 Academic Support Services:**

- Provide tutoring and mentoring for students struggling with coursework.
- Facilitate study groups and peer-assisted learning programs.
- Offer time management, organization, and academic skill-building workshops.

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- **6.2 Career Counseling and Guidance:**

- Offer one-on-one career counseling to help students identify career goals and interests.
- Provide information on potential career paths, industry trends, and further studies.
- Help students develop career plans, including selecting appropriate internships, certifications, and job-search strategies.

- **6.3 Placement Assistance:**

- Organize campus recruitment drives, job fairs, and company visits for students.
- Offer resume-building workshops, mock interviews, and interview coaching.
- Establish and maintain relationships with potential employers to ensure job opportunities for graduates.
- Track and report placement statistics, helping to improve the effectiveness of the placement process.

- **6.4 Skill Development Programs:**

- Conduct workshops and training sessions to improve soft skills, such as communication, leadership, teamwork, and problem-solving.
- Provide opportunities for skill development through online courses, certifications, and industry partnerships.
- Focus on both technical and non-technical skills that are in high demand in the job market.

- **6.5 Alumni Engagement and Networking:**

- Develop an alumni database to facilitate easy communication and networking.
- Organize alumni-led workshops, webinars, and networking events to connect students with graduates working in various industries.
- Encourage alumni to provide mentorship, internships, and career opportunities for students.

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- **6.6 Counseling and Wellness Support:**

- Provide psychological counseling to students facing personal, emotional, or mental health challenges.
- Organize workshops on managing stress, developing resilience, and improving mental well-being.
- Offer support for students dealing with academic burnout or social issues.

## 7. Placement Process

- **7.1 Internship and Job Opportunities:**

- Employers and industry partners can submit internship and job openings to the placement office, which will be shared with students via placement portals and emails.
- The placement cell ensures that all opportunities are appropriately advertised, and eligible students are informed of the application processes.

- **7.2 Student Registration and Profile Building:**

- Students interested in placement services should register with the placement cell, providing their updated resume, academic records, and career interests.
- The placement team will assist students in creating professional profiles and enhancing their resumes.

- **7.3 Pre-placement Activities:**

- Organize pre-placement training sessions on resume writing, interview techniques, and industry-specific knowledge.
- Facilitate mock interviews, aptitude tests, and group discussions to prepare students for real-life recruitment scenarios.

- **7.4 Placement Drives and Company Interaction:**

- The placement cell will coordinate placement drives with companies, inviting employers to campus for interviews and selection processes.
- Companies may conduct online or in-person interviews, group discussions, or written tests as part of the selection process.

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- **7.5 Post-placement Follow-up:**

- After placement, the SSCGPC will follow up with students to track their progress and satisfaction with their employment.
- Gather feedback from employers to improve the placement process and strengthen partnerships.

## 8. Monitoring and Reporting

- **8.1 Placement Records and Statistics:**

- The placement team will maintain a record of student placements, including companies, roles, salaries, and student feedback.
- Regular reports will be generated on placement rates, industry engagement, and the overall effectiveness of the placement process.

- **8.2 Continuous Improvement:**

- Collect feedback from students, employers, and faculty to assess the quality of services provided.
- Use feedback to improve the career guidance, placement, and student support services.

## 9. Communication and Feedback

- Regular communication between the SSCGPC, students, faculty, and employers is essential for the smooth functioning of the services.
- Encourage open channels for students to provide feedback on the effectiveness of career guidance and placement activities.

## 10. Conclusion

This SOP ensures that the Student Support, Career Guidance, and Placement Cell operates effectively and efficiently to support the academic and career development of students. By following this SOP, the institution can enhance student success, facilitate smoother transitions into the workforce, and improve student engagement with available support services.