



KOTTAKKAL FAROOK **ARTS & SCIENCE COLLEGE**

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

STANDARD OPERATING PROCEDURE PLACEMENT AND TRAINING CELL

PLACEMENT AND TRAINING CELL

The college has a dedicated placement and training officer who actively encourages students to gain relevant work experience through a summer or full semester internship or semester – Long Placement. It also provides guidance to help, prepare you for the rigorous recruitment and selection procedures used by employers. Students with relevant training provided by PAC tend to fare much better in the campus recruitment process as they can demonstrate greater skills, competencies, strengths and experiences.

PAC believes in combining the three facets that together spell success
- Ability, Motivation
and Attitude.

Responsibilities:

- To facilitate, co-ordinate and administer training programs.
- To prepare annual calendar for training, up gradation of skills.
- Enhancing placement segment by arranging FDPs, Seminars, workshops and Internship programmes.
- Creating a stand-alone facility for placements, specialized in making MOU with industries.
- Creating SOP and policies for placement and training.
- Networking with major employees in companies and relationship building.
- Creating database for companies and students.
- To coordinate with other colleges and educational institutions for resource sharing in the field of training needs.
- Assist, guide and support HR Practices Conferences / Seminars to promote HR Practices.
- To be a wonderful counsellor and coordinator.

STANDARD OPERATING PROCEDURE (SOP) FOR PLACEMENT AND TRAINING CELL (PAC)

1. Purpose

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Placement and Training Cell (PAC) at Kottakkal Farook Arts and Science College. The PAC is dedicated to enhancing students employability through training programs, internships, and placement opportunities.

2. Scope

This SOP applies to all members of the PAC and covers the following areas:

- Training program coordination
- Placement process administration
- Industry networking and relationship building

- Collaboration with other educational institutions
- Student and employer database management

3. Definitions

PAC: Placement and Training Cell responsible for student employability and placement activities.

Training Programs: Programs aimed at enhancing students' skills, competencies, and readiness for the job market.

Placement Process: The process of facilitating student placements in internships and jobs.

MOUs: Memorandums of Understanding with industries for training and placement collaboration.

4. Responsibilities

Placement and Training Officer: Oversee the PAC's activities, schedule training programs, and ensure compliance with policies.

PAC Members: Participate in meetings, provide input on training and placement activities, and assist in implementing programs.

Administrative Staff: Support the implementation and management of training programs and placement activities.

5. Procedures

5.1 Formation of the Placement and Training Cell

The Principal appoints the PAC members at the beginning of each academic year.

The committee should include representatives from faculty, administrative staff, and industry experts.

5.2 Meetings

The PAC will meet monthly to discuss and review training and placement-related issues.

The Chair will prepare and distribute the agenda at least three days before the meeting.

Minutes of the meeting will be recorded and circulated to all members within one week.

5.3 Training Program Coordination

Develop and facilitate training programs to enhance students' skills and competencies.

Prepare an annual calendar for training programs, including workshops, seminars, and internships.

Coordinate with faculty and industry experts to conduct training sessions. Monitor and evaluate the effectiveness of training programs and make improvements as needed.

5.4 Placement Process Administration

Create and maintain a database of potential employers and job opportunities.

Facilitate the campus recruitment process, including scheduling interviews, coordinating with employers, and providing logistical support. Guide students in preparing for recruitment processes, including resume writing, interview preparation, and skill assessments.

Collect feedback from employers and students to improve the placement process.

5.5 Industry Networking and Relationship Building

Network with major employers and industry professionals to build and maintain relationships.

Create a standalone facility for placements and make MOUs with industries for collaboration.

Organize events such as HR practices conferences and seminars to promote networking and knowledge sharing.

5.6 Collaboration with Educational Institutions

Coordinate with other colleges and educational institutions for resource sharing in training and placement activities.

Share best practices and collaborate on joint training programs and placement drives.

5.7 Student and Employer Database Management

Create and maintain a database of students, including their skills, qualifications, and placement preferences.

Regularly update the database with new student information and job opportunities.

Use the database to match students with suitable job opportunities and training programs.

5.8 SOP and Policy Creation

Develop and implement SOPs and policies for training and placement activities.

Ensure that all PAC activities comply with these SOPs and policies.

Review and update the SOPs and policies annually to reflect changes in industry standards and college requirements.

6. Documentation and Reporting

Maintain records of all PAC meetings, decisions, and actions. Document all training programs, placement activities, and employer interactions.

Keep records of student placements and feedback from employers. Submit quarterly reports to the Principal on the status of training and placement activities.

7. Review and Revision

This SOP will be reviewed annually by the Placement and Training Cell. Any changes or updates will be documented and approved by the Principal before implementation.

8. Approval

The Principal approves this SOP and is effective from [Date]. Principal's

Signature:

Date:

9. Distribution

This SOP will be distributed to all PAC members, department heads, and relevant administrative staff. Copies will be available in the college's digital repository and on the intranet.