



AMC Group of Educational Institutions, Manisseri

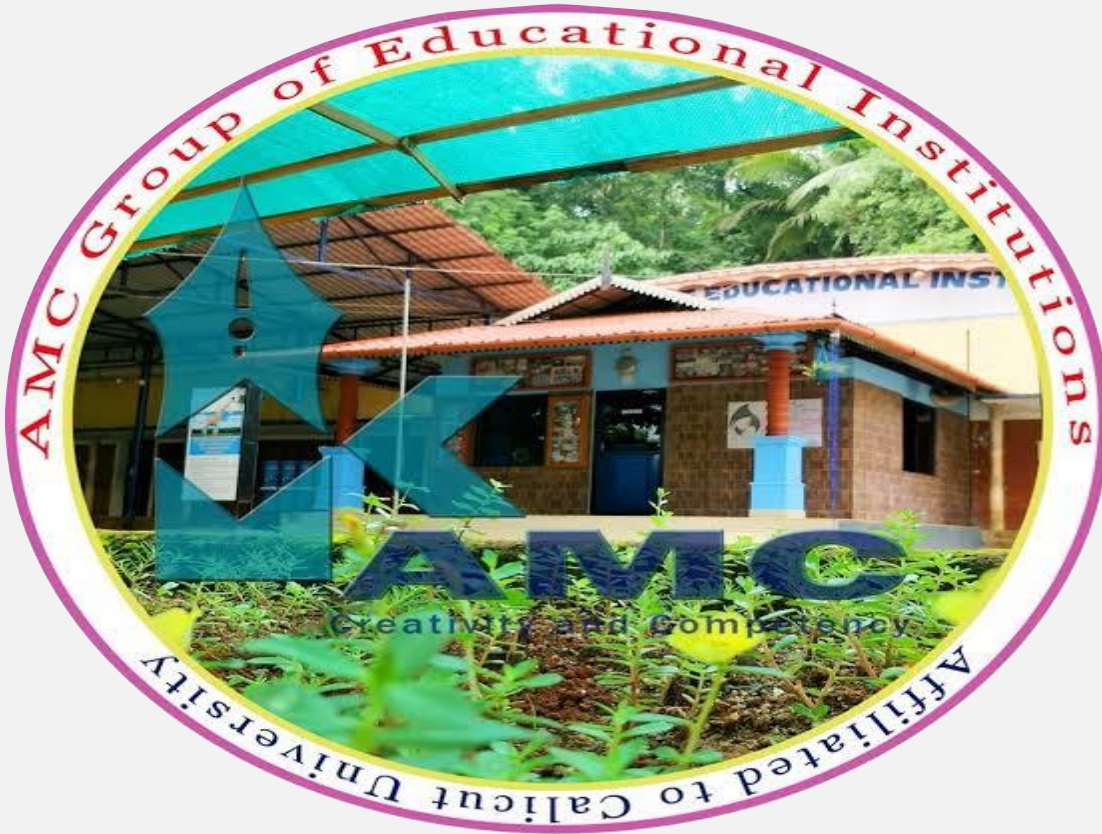
(Affiliated to University of Calicut)

Ottapalam, Palakkad District, Kerala State - Pin 679521

EMAIL : amcottapalam@gmail.com Website : www.amc-college.com



Go Green



**Annual Report of Career Guidance and Placement Cell
for the year 2020-21**

ANNUAL REPORT OF THE PLACEMENT CELL

31st March 2021

Respected Directors, Principal, Vice principal, Manager, General HOD, HODs and all teachers and non-teaching staff of AMC Group of Educational Institutions,

I, with much pleasure, hereby submit the annual report of the Placement Cell for the year 2020-21. The main aim of the Placement Cell is to enable the students, especially the senior students, about the different job opportunities and how to get prepared to start a career. The purpose of education is to improve the efficiency and thereby productivity of the human resource. Keeping this view in mind, the Placement cell conducted many motivating and skill development programmes to inculcate varieties of creative skills among the students.

The Career Guidance and Placement Cell started its activities for the year 2020-21 by preparing an action plan.

The Action Plan 2020-21


The AMC Placement Cell had planned to take extreme efforts for the year 2020-21 in helping students in career guidance and achieving placements in various organizations in public and private sector after their graduation or post graduation. The students have to be moulded for the same through various inter-active classes, mock-interviews and other skill development coaching. Classes were planned to be conducted with the aid of resources persons from the Learning and Development departments of reputed companies.

1. The Placement Cell has decided to start coaching classes for the students regularly to enable them to face the competitive examinations and face the forthcoming interviews successfully. Since most of the students are coming from rural areas with lack of access to library and newspapers, it has been planned to provide special coaching classes for Communication skill, General Knowledge, Numerical Aptitude and Reasoning Ability and other soft skill parts of the examinations.
2. Planned to start STEPTO (FINISHING SCHOOL) PRORAMME. This would enable the students to develop multi-skills. This is a certificate course sponsored by LINUS.
3. Special coaching programme for backward classes and differently abled students has been planned. The cell has recognised the need to make these students understand the way to get placement in future.
4. The cell has also planned to utilise the expertise of teachers in different departments to inspire the students to practice for the competitive examinations with a mission and vision.
5. As more and more IT and other technologies are used in modern system of education, the students should be familiar with them. For this reason, a special coaching programme in Information technology has been planned so that the students after their graduation feel easy to cope up with the new employment market's needs.
6. Finally, an orientation programme has also been planned for the students to get the placement with much ease and convenience. The Cell is ready to implement any excellent ideas put forward by the faculties of AMC for enabling the AMC students to get a placement.
7. The cell has also planned to conduct Campus Placement Drive at the end of the academic year to help the outgoing students to get a placement.

STEPTO(FINISHING SCHOOL) PROGRAMME


Dated: 22/6/2020 onwards.

In the year 2020-21, the Career Guidance & Placement Cell started its activities by initiating STEPTO(FINISHING SCHOOL) PROGRAMME, a certificate programme which enable students to equip themselves for facing challenges especially in getting a placement. Students from Final Degree and M.Com students were the main target students. Minimum 4 hours classes were taken per week. The programme duration is approximately 12 weeks.



STEPTO (FINISHING SCHOOL) PROGRAMME

*Organized by the Placement Cell & IQAC,
AMC Group of Educational Institutions*



STEPTO is a certificate course programme which enable students to equip themselves for facing challenges especially in getting a placement. The programme is definitely going to develop the students personality and leadership skills making its way for placements easily.

Syllabus in nutshell		Programme Sponsor : LINUS	
1. Development of communication skill (English)		Beneficiaries	: Final Year Degree Students
2. IT – MS office, Excel, Word, Power Point etc.		Durability of the Programme	: 12 Weeks
3. Familiarizing business scenario – scope of job		Name of the Proposer	Smt. Sarala K.T. : General HOD
4. Career development plan – Govt Sector – banking sector – Co-operative sector – others		Placement cell Coordinator	Rajan. K. : Asst. Professor
5. Motivation and personality development.			

September 26, 2020: Conducted International Webinar

The cell organized an International Webinar on “Learning & Recruitment”. The programme was presided by the Principal, Dr. Byju. In the presidential address, Dr. Byju explained about the relevance of international webinar in the present employment scenario for getting a placement.

Shri. Dheeraj Menon, the Director – HR at Biocon, Malesia was the resource person. It was a wonderful and much informative session. In the session Shri Dheeraj stressed the importance of good attitude, skill development and knowledge among candidates for getting a placement. The students were taught how to prepare resume and the difference between resume and bio data. The students got much motivated and inspired by the informative session. During the interactive session, the students cleared their doubts regarding placement.

Ragendu from III BA Economics took prayer. The welcome speech was delivered by Anusha K.A. from III BA Economics. The resource person was introduced by Mr. Rajan.K, Asst. Professor Economics. Mridula M

from II M. Com delivered vote of thanks. The programme was organized by the Career Guidance and Placement Cell Coordinator, Rajan. K., Asst. Professor Economics.

AMC Group of Educational Institutions, Manisseri, Ottapalam
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(Mob: 9995427765 Email: amcottapalam@gmail.com Website: amc-college.com)

International Webinar on Learning & Recruitment

All our dreams can come true if we have the courage to pursue them. Join the Webinar, tap your potential and equip yourselves to get a placement.

Organised by **Career Guidance & Placement Cell**

Resource Person
Sri. Dheeraj Menon
(Director - HR at Biocon, Malaysia)

26th September, 2020 @ 10 am IST

Inauguration
Dr. Byju K (Principal)

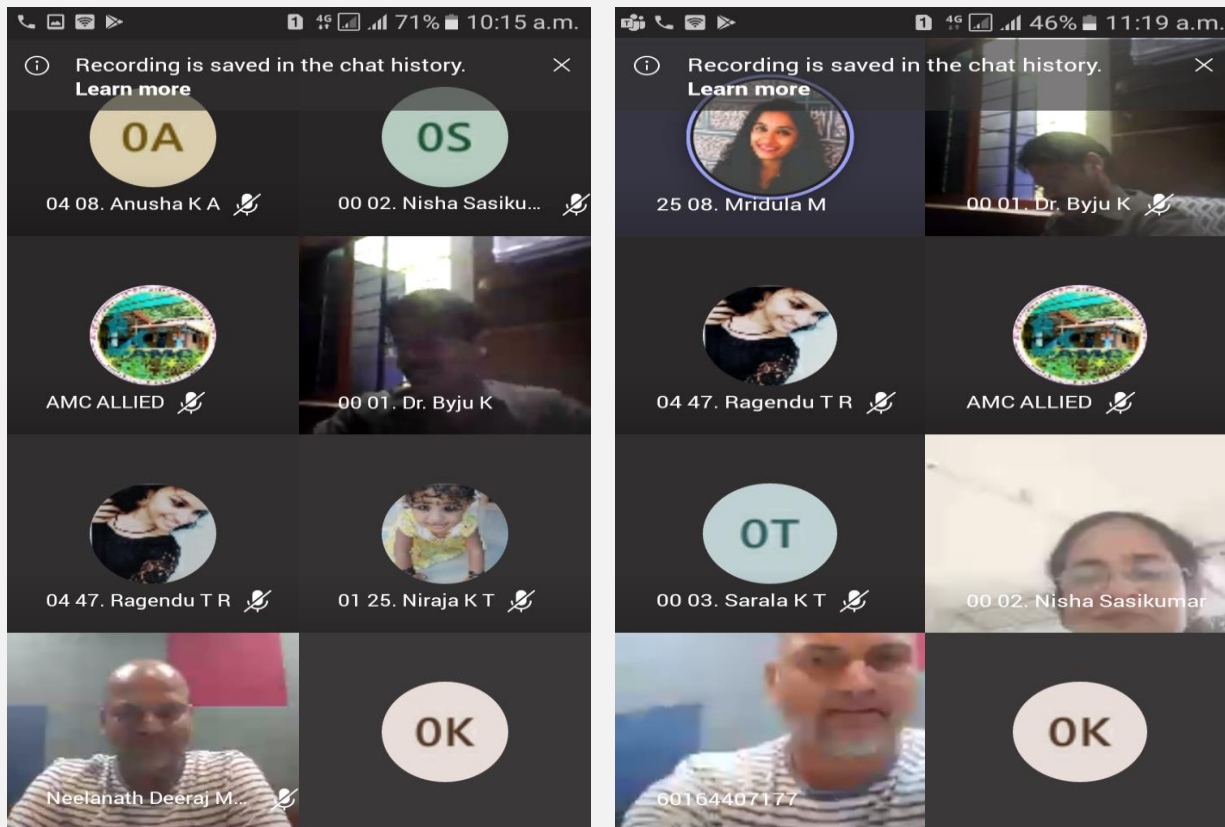
Co-ordinator
Mr. Rajan K (Asst. Professor Economics)

Prayer
Ragendu TR (III BA)

Welcome Spech
Anusha K A (III BA)

Programme chart

Prayer	: Ragendu @ 11 AM
Welcome speech	: Anusha K.A. @ 11.05AM
Inaugural speech & inauguration	: Dr. Byju, the Principal, AMC Group of Educational Institutions. @11.10AM
Introducing chief Guest	: Rajan K., Asst. Professor & the staff coordinator @ 11.20AM
Session begins	: @11.25AM by resource person Shri Dheeraj Menon, Director HR at Biocon, Malays
Vote of thanks	: Mridula M



The programme was performed in Microsoft Teams online platform and was attended by around 100 participants.

Webinar on Careers in Commerce & Management

Dated: December 17, 2020.

Platform: Microsoft Teams

Career Guidance and Placement Cell in association with Vidyapura, Ernamkulam conducted a webinar on Careers in Commerce and Management. The objective of the webinar is to make the Commerce, Management and Economics students familiar with the job opportunities prevailing in the present labour market.

The webinar was very useful to the students as the resource persons explained in detailed the courses suitable for commerce and management students in their higher studies and dos & don'ts of the interviews (for the candidates)

It was an interactive session and the students cleared their doubts regarding choosing of higher courses, prevailing job opportunities etc. Webinar was conducted in Teams platform. There were 67 participants for the programme.

Exhibition programme

Dated: March 6, 2021.

Venue: AMC Group of Educational Institutions

The Placement Cell participated in the Exhibition Programme conducted by the college from March 6th 2021 to March 10th 2021. The students presented methods of bio-data and CV preparation in the exhibition programmes. The ways of getting a placement was presented through chart paper. A registration counter opened for enabling students register for campus interviews that would be conducted in the coming April Month.

Programme chart

Prayer	: Ragendu @ 2 PM
Welcome speech	: Sreerag K @ 2.05 PM
Inaugural speech & inauguration	: Dr. Byju, the Principal, AMC Group of Educational Institutions. @2.10PM
Introducing chief Guests	: Rajan K., Asst. Professor & the staff coordinator @ 2.20PM
Session begins	: @2.25PM by resource person Shri Dheeraj Menon, Director HR at Biocon, Malaysia.
Vote of thanks	: Nair Akhila Nadesan

AMC Group of Educational Institutions
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Webinar on
CAREERS IN COMMERCE & MANAGEMENT

“Find out what you like doing best and get someone to pay for it”

on December 17th 2020 @ 2pm

Inauguration
Dr. Byju K (Principal)

Prayer
Ms. Ragendhu T R (B.A. Economics)

Platform Teams
Staff Co-ordinator : Mr. Rajan K
Assistant Professor, Department of Economics

Resource Persons
Mr. P. M. Hari (Corporate Trainer & Mentor)
Mr. C. Balachandran (CEO, Vidyarupa)

Student Co-ordinators
Mr. Sreerag K (B.A. B.Com)
Mr. Nair Akhila Nadesan (B.A. B.Com)

Organised by Career Guidance & Placement Cell
In association with Vidyarupa, Eranamkulam.

It was an interactive session and the students cleared their doubts regarding choosing of higher courses, prevailing job opportunities etc. Webinar was conducted in Teams platform. There were 92 participants for the programme.

Grooming Session for Campus placement Drive

Dated: April 4 & 5, 2021.

Venue: AMC Group of Educational Institutions, Manissery.

The Career Guidance and Placement Cell had conducted a grooming session for the outgoing degree students that would enable them to attend the interviews and other competitive exams. 98 students participated in the programme and cleared their doubts in the interactive session.



The poster features the AMC Group of Educational Institutions logo at the top left, with the tagline 'Creativity and Competency'. To the right is the 'Go Green' logo with a tree icon. The central text reads 'Employability Enhancement Programme' in pink, followed by a list of topics: Goal setting, Presentation skills, Communication skills, Resume preparation, and Interview techniques. A photo of the resource person, Shri. Shameem, is shown in a light suit. The event is scheduled for April 12th and 13th, 2021, at 10am. The venue is AMC Group of Educational Institutions, Manissery. Contact details are provided at the bottom left, and the organizing body is the Career Guidance & Placement Cell.

AMC Group of Educational Institutions
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Resource person

Employability Enhancement Programme

- ❖ Goal setting
- ❖ Presentation skills
- ❖ Communication skills
- ❖ Resume preparation
- ❖ Interview techniques

On 12th and 13th April, 2021 @ 10am

Venue: AMC Group of Educational Institutions, Manissery.

For details, contact: 8157939872

Shri. Shameem
Speak Up Speak Out, Shoranur.

Organized by
Career Guidance & Placement Cell



The programme was coordinated by Rajan K., Asst. Professor.

Campus Placement Drive

Dated: 17th April, 2021.

Venue: AMC Group of Educational Institutions, Manissery.

Career Guidance and Placement Cell organized Placement Drive on 17th April, 2021 to help the outgoing students to get a placement. 151 students registered from the AMC Group of Educational Institutions and 31 students registered from other colleges. 17 companies from Palakkad and nearby districts visited the college and selected/short listed the students for job. 37 students were selected for the job. 15 students were put in the waiting list. Some of the company's selection result not declared and the results would be sent to the candidates personally.



AMC GROUP OF EDUCATIONAL INSTITUTIONS

Manissery, Ottapalam 679521
(Affiliated to University of Calicut)

CAMPUS PLACEMENT DRIVE



REGISTRATION STARTS FROM 8 . 30 A M

A golden chance for the beginners and experienced candidates !!

Date : 17th
April, 2021

* Applicants should bring 6 copies of resume and passport size photos.

* Applicants should be well dressed

For more details contact Asst Prof Mr Rajan K ph: 8157939872

Organised by

CAREER GUIDANCE & PLACEMENT CELL

Mob : 9995427765, E-mail.amcottapalam@gmail.com, Website:www.amc-college.com



The programme was co-ordinated by Rajan K, Asst. Professor (Economics).

The Career Guidance and Placement Cell also co-operated with Economics Department and Commerce Department for organizing coaching classes for the PSC examination.

The Co-ordinator
Career Guidance and Placement Cell