



## CAREER GUIDANCE CELL

### Standard Operating Procedure (SOP)

#### 1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a structured approach for the Career Guidance Cell (CGC) at Shri Sant Gajanan Maharaj College of Engineering, Shegaon, in assisting students to prepare for competitive examinations, secure government jobs, and pursue higher education.

#### 2. Scope

This SOP applies to all members of the Career Guidance Cell, including the Principal, Coordinator, Training & Placement Officers (TPO), Department T&P Coordinators, Faculty Members, and Students of the college.

#### 3. Roles and Responsibilities

##### Member Secretary, Career Guidance Cell

- Overall management of the Career Guidance Cell.
- Coordinating with the TPO and Principal for smooth functioning.
- Implementing activities for competitive examinations, government jobs, and higher education.
- Regularly updating the Principal on CGC activities and progress.

##### Training & Placement Officer

- Organizing training sessions, workshops, etc. for examination preparation and career guidance.
- Liaising with external organizations and experts for specialized training.
- Maintaining records of students' progress and achievements.
- Assisting students with application processes for competitive exams, government jobs, and higher education.



### Department Coordinators

- Working closely with the CGC to align departmental career guidance initiatives.
- Assisting in planning and executing career development programs tailored to the needs of students in their department.
- Providing departmental industry connections as well as necessary resources and facilities.

## 4. Procedure

### 4.1. Competitive Examinations Preparation

- **Identification and Notification**
  - Identifying relevant competitive examinations for engineering students (e.g., GATE, GRE, CAT, UPSC, etc.).
  - Notifying students about the exam dates, eligibility criteria, and application process.
- **Preparation Workshops**
  - Organizing workshops and seminars for exam preparation.
  - Inviting experts to provide guidance on syllabus, preparation strategies, and exam patterns.
- **Study Materials and Resources**
  - Providing access to study materials, books, and online resources.
  - Facilitating group study sessions and peer learning initiatives.

### 4.2. Government Job Preparation

- **Awareness Programs**
  - Conducting awareness sessions on various government job opportunities and entrance exams.
  - Informing students about eligibility criteria, processes, and important dates.
- **Preparation Classes**
  - Arranging coaching classes for government job exams like UPSC, MPSC, PSU, SSC, Railways, etc.
  - Engaging experienced faculty and external trainers for coaching.





- **Mock Tests and Practice Sessions**

- Organizing mock tests/practice sessions to help students gauge their levels.
- Providing feedback and suggestions for improvement.

#### **4.3. Higher Education Guidance**

- **Counseling Sessions**

- Conducting counseling sessions to help students identify suitable higher education programs and institutions.
- Assisting students with the application process, including SOP writing and recommendation letters.

- **Information Dissemination**

- Providing information on various higher education opportunities in India and abroad.
- Sharing details about scholarships, fellowships, and financial aid.

- **Preparation for Entrance Exams**

- Organizing preparatory classes for entrance exams like GRE, TOEFL, IELTS, etc.
- Facilitating study groups and providing access to preparation materials.

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#### **5. Documentation and Reporting**

- **Activity Reports**

- Preparing and maintaining records of all CGC activities, including workshops, seminars, and counseling sessions.
- Submitting quarterly and annual reports to the principal.

- **Feedback Collection**

- Collecting feedback from students on CGC activities.
- Analyzing feedback to improve future activities and services.

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#### **6. Review and Improvement**

- **Periodic Review**

- Conducting periodic reviews of the CGC's performance and activities.
- Identifying areas for improvement and implementing necessary changes.



Shri Gajanan Shikshan Sanstha's  
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING**  
**SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati  
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82  
Fax : 091-7265-252346

Email: [principal@ssgmce.ac.in](mailto:principal@ssgmce.ac.in), [registrar@ssgmce.ac.in](mailto:registrar@ssgmce.ac.in)  
Website- [www.ssgmce.ac.in](http://www.ssgmce.ac.in)

• **Continuous Improvement**

- Staying updated with the latest trends in competitive exams, government job opportunities, and higher education.
- Encouraging continuous learning and development within the CGC team.

**7. Career Guidance Cell**

Sr. No.	Name of Faculty	Designation	Role
1	Dr. S. B. Somani	Principal	Chairman
2	Prof. A. B. Solanke	T&P Officer	Member
3	Prof. Mrs. H. S. Patil	Assistant T&P Officer	Member
4	Dr. N. H. Khandare	Associate Professor, MECH	Member
5	Dr. S. M. Mishra	Assistant Professor, MBA	Member
6	Prof. Ms. K. P. Sable	Assistant Professor, CSE	Member
7	Prof. M. R. Chavan	Assistant Professor, ELPO	Member
8	Prof. S. P. Badar	Assistant Professor, EXTC	Member
9	Prof. S. S. Muddalkar	Assistant Professor, IT	Member
10	Dr. S. D. Padiya	Assistant Professor, IT	Member Secretary

**8. Contact Information**

Dr. S. D. Padiya, Member Secretary, Career Guidance Cell, SSGMCE, Shegaon  
[career@ssgmce.ac.in](mailto:career@ssgmce.ac.in) | [sdpadiya@ssgmce.ac.in](mailto:sdpadiya@ssgmce.ac.in) | 7588501506

**9. Approval**

This SOP is approved by:

Dr. S. B. Somani

**PRINCIPAL**

Shri Sant Gajanan Maharaj College of Engineering, Shegaon  
College of Engineering, Shegaon.

