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SONA COLLEGE OF TECHNOLOGY, Salem
[An Autonomous Institution]

Policy on Training, Development, Career Counseling

SCT/IQAC/PS/2019-20/27

Document Number: TRA/01/2019-2020

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Date: 07-07-2020	**Date:** 15/7/2020	**Date:** 20/7/2020

Standard Operating Procedures for Training & Development and Career Counseling

Standard Operating Procedures for Training & Development and Career Counselling

Background:

Sona College of Technology is an institution which emphasizes a holistic approach to education that combines traditional values with modern technology to produce graduates who not only excel in their chosen fields but also contribute to the nation's growth and prosperity. To achieve these goals, the institution is focusing on creating a policy framework and Standard Operating Procedure (SOP) for counselling the students to plan their career , training the students for placements and involve in the development of their career .

Creating awareness among students about the importance of skill development and industry readiness through counseling sessions is vital. Soft skills, including communication, teamwork, and problem-solving, are integrated into the training programs. Building strong partnerships with industry organizations and companies has provided students with real-world exposure and internship opportunities. A dedicated Training department has been established to facilitate job placements, working closely with the Placement department to match students with relevant positions.

Monitoring and evaluation systems track student progress and gather feedback from both students and industry partners to make necessary improvements. The policy framework and SOPs remain flexible to adapt to changing industry requirements, and the institution continues to emphasize ethical values throughout the training process. By following these steps, Sona College of Technology effectively prepares its students to become industry-ready and contribute to the nation's growth and prosperity.

1. Preamble:

The mission of the Training department is to empower and equip the students with the knowledge, skills, and confidence they need to excel in their professional careers. The transition from academia to the corporate world is a crucial phase in a student's life, and the training department dedicates itself in facilitating this transition smoothly. The role of the Training department is to nurture student's talents and provide comprehensive support to help them achieve their career aspirations.

2. Purpose:

Training for placement helps the students develop and enhance essential skills that are crucial for their future careers. The training in Aptitude and Soft skills provided by the training department helps to bridge the gap between academic learning and practical application, making students more job ready. Placement training assists students in creating effective resumes and prepares them for interviews. Overall, placement training is a valuable component of a student's education, helping them to shift from the academic world to the professional world with the skills, knowledge, and confidence needed to succeed in their chosen careers.

3. Scope:

The scope of placement training is not limited to any specific field of study or industry. It benefits the students from various academic backgrounds and can significantly enhance their career prospects. Successful placement training can bridge the gap between academia and the professional world, helping students transition smoothly from college to their desired careers.

Committee Constituted for Preparation of draft (Date of Constitution: 07/07/2020)

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Standard Operating Procedures for Training & Development and Career Counselling

4. Placement Training Processes:

The Training and Development operates under three different areas such as,
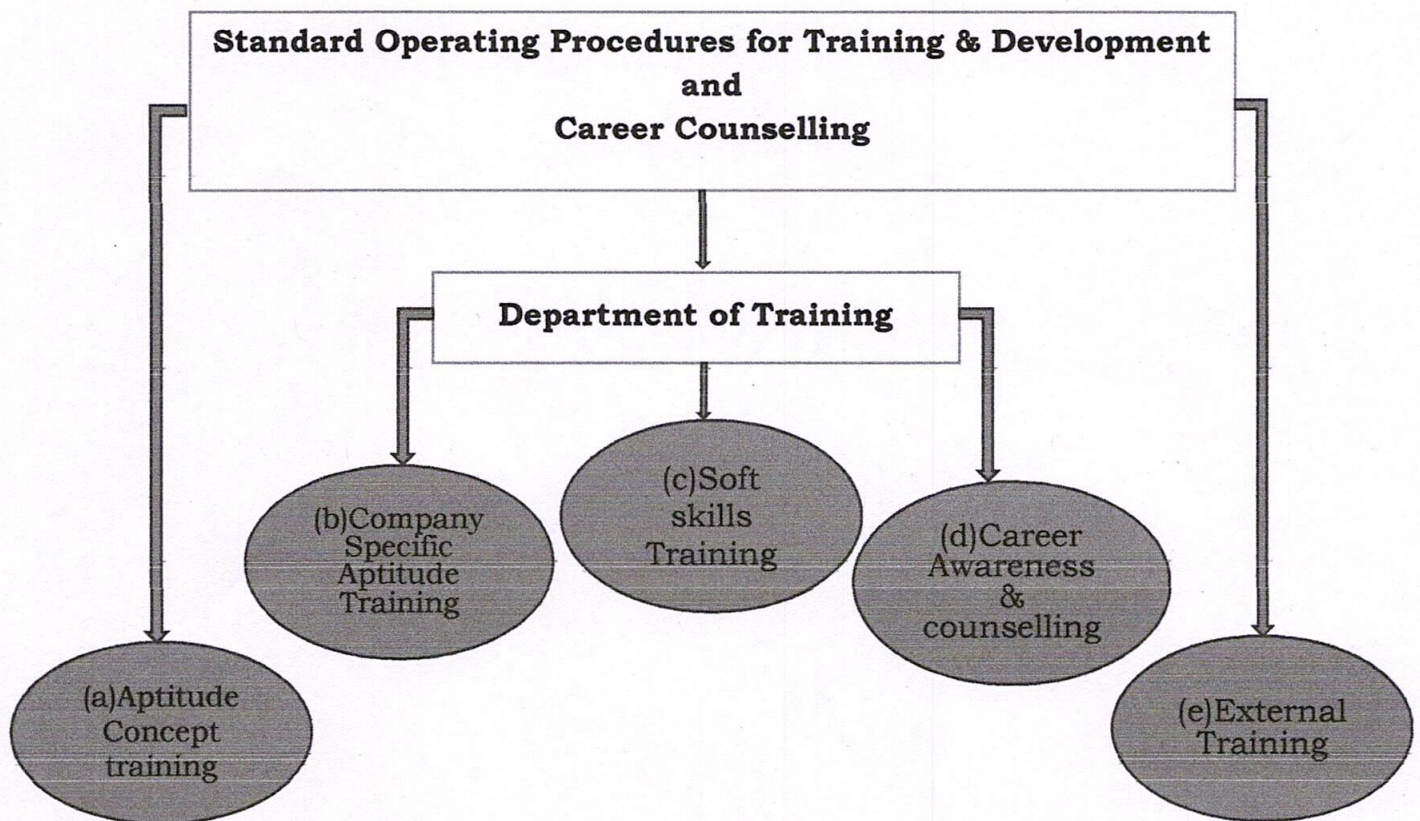
The processes followed in each area are outlined below:

The outlined processes for placement training are comprehensive and well-structured to prepare students for the job market.

Here's a summary of each area's processes:

a) Aptitude Concept Training:

> Pre-assessment: Students' initial understanding of aptitude concepts is evaluated.

> Categorization: Students are grouped based on performance for tailored training.

> Training Plan: Flexible plans are created for each group with allocated hours.

> Schedule Planning: It is ensured that the training schedule doesn't conflict with academic commitments.

> Faculty Allocation: Faculty based on expertise in aptitude concepts.

> Training Execution: Training sessions are conducted according to the schedule and group needs.

> Post-training Assessment: Students are assessed to measure knowledge gain and program effectiveness.

b. Company-specific Aptitude Training:

> Student Eligibility: Identify eligible students interested in specific companies.

> Sharing Question Pattern: Inform students about company recruitment process and sharing the company question pattern.

> Schedule and Faculty Allotment: Develop a schedule and assign experienced faculty.

> Training material preparation: Tailored training materials are created.

> Assessments: Regular assessments, including mock tests and external evaluations are conducted.

> Feedback and Reporting: Assessment scores and analysis are shared with students.

> Extra Training for Low Scorers: Additional training is provided for those who scored lower.

c. Soft Skills Training:

- ➢ Incorporating Soft Skills: Soft skills have been integrated into the academic curriculum.
- ➢ Mock Group Discussions (GDs): Mock GDs are conducted to bridge the gap between theory and practice.
- ➢ Batch Segregation and Faculty Allotment: The students are grouped, and faculties assigned faculty for personalized attention.
- ➢ Mock HR Interviews: Mock HR interviews are conducted to prepare students.
- ➢ Feedback and Evaluation: The effectiveness of the training program is periodically assessed, and necessary adjustments are made based on oral feedback given during the training sessions.

d) Career Awareness and counseling

Career awareness is a crucial aspect of career development for college students. It involves helping students explore various career options, understand the job market, and make informed decisions about their future careers. Workshops and seminars, career assessments, Resume workshops, interview preparation are organized to create career awareness among the students.

Career counseling for college students is a valuable service that helps students make informed decisions about their academic and professional paths.

The following steps are taken to provide effective career counseling to our college students:

- ➢ Assessment and Self-Discovery:

The students are helped in assessing their interests, values, skills, and personality traits. Assessment tools like aptitude tests, personality assessments, and interest inventories are used to facilitate this process.

- ➢ Academic Planning:

Students are guided in selecting appropriate fields of higher studies that align with their interests and career goals.

> Exploration of Career Options:

Students are provided information on job market trends, potential career trajectories, and industries. They are encouraged to network with professionals in their fields of interest through internships, informational interviews, and career fairs.

> Skill Development:

Skill gaps among students are identified and addressed. This involved recommending relevant courses, workshops, or certifications to enhance their qualifications.

> Resume and Interview Preparation:

Students are assisted in crafting effective resumes tailored to their chosen industries. Mock interviews and mock group discussions are organized to help the students build confidence and improve their interview techniques.

> Personalized Guidance:

Every student is unique. Counseling sessions are tailored to each student's individual needs, considering their strengths, weaknesses, and personal circumstances.

e. External Training:

Training Needs Analysis (TNA): The specific skills or knowledge gaps are determined through assessments.

> Identifying External Training Organizations/Trainers: External programs and trainers are selected based on students' needs.

> Mock Interview: Frequent mock interviews conducted by Sona Alumni provide valuable practice and feedback for students helping them improve their interview skills, gain confidence, and better prepare for real job interviews.

These processes collectively ensure that students receive a well-rounded training experience that covers aptitude concepts, company-specific requirements, soft skills, and external training as needed. Regular assessment and feedback from students enable continuous improvement in the training programs to meet students' needs and industry demands.

S.No	Document name	Responsibility	Document location
1.	Training Schedules	Co-ordinator of the specific Training activity	Training Department
2.	Training Attendance	Co-ordinator of the specific Training activity	
3.	Training material	Training faculty	
4.	Assessments and analysis	Test co-ordinator of the specific training	
5.	Training Feedback	Test co-ordinator of the specific training	
6.	External Training	Specific training coordinator	

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Policy on Training and Development and Career Counselling

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Policy on Training and Development and Career Counselling

1. This Policy is called "Training and Development and Career Counselling".

APPLICABILITY: This policy shall apply to the faculty members of department of Training.

2. PREAMBLE

As an autonomous institution, Sona College of Technology has the freedom to design its own policy on Training and Development and Career Counselling". In recognition of the transformative power of education and the profound impact it has on the lives of our students, Sona College of Technology is committed to providing comprehensive support beyond traditional academics. True education extends beyond the classroom, empowering individuals to excel in both their academic pursuits and their future careers.

Our college recognizes that success in the dynamic and competitive world of today requires a multifaceted approach to education. It is not enough to solely impart academic knowledge; we must also nurture the essential skills, abilities, and confidence that will enable our students to thrive in their chosen professions. With this vision in mind, the policy for "Training and Development and Career Counselling" has been created.

2. PURPOSE

The purpose of the "Training and Development and Career Counseling" program in our college is multifaceted and aimed at fulfilling the educational, personal, and professional needs of students.

Here are the primary purposes of this program are denoted below in a flow chart:

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│ Policy on Training and      │
│ Development and Career      │
│ Counselling                 │
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              ▼
┌──────────────────┐        ┌──────────────────────────┐
│    PURPOSE       │───────▶│ Enhancing Employability  │
└──────────────────┘        └──────────────────────────┘
                            ┌──────────────────────────┐
                       ────▶│ Skill Development         │
                            └──────────────────────────┘
                            ┌──────────────────────────┐
                       ────▶│ Career Exploration       │
                            └──────────────────────────┘
                            ┌──────────────────────────┐
                       ────▶│ Preparing for Interviews │
                            └──────────────────────────┘
                            ┌──────────────────────────┐
                       ────▶│ Personal Growth          │
                            └──────────────────────────┘
                            ┌──────────────────────────┐
                       ────▶│ Connecting with Alumni   │
                            └──────────────────────────┘
                            ┌──────────────────────────┐
                       ────▶│ Continuous Improvement   │
                            └──────────────────────────┘
                            ┌──────────────────────────┐
                       ────▶│ Increasing               │
                            │ Competitiveness          │
                            └──────────────────────────┘
                            ┌──────────────────────────┐
                       ────▶│ Academic and             │
                            │ Professional Success.    │
                            └──────────────────────────┘
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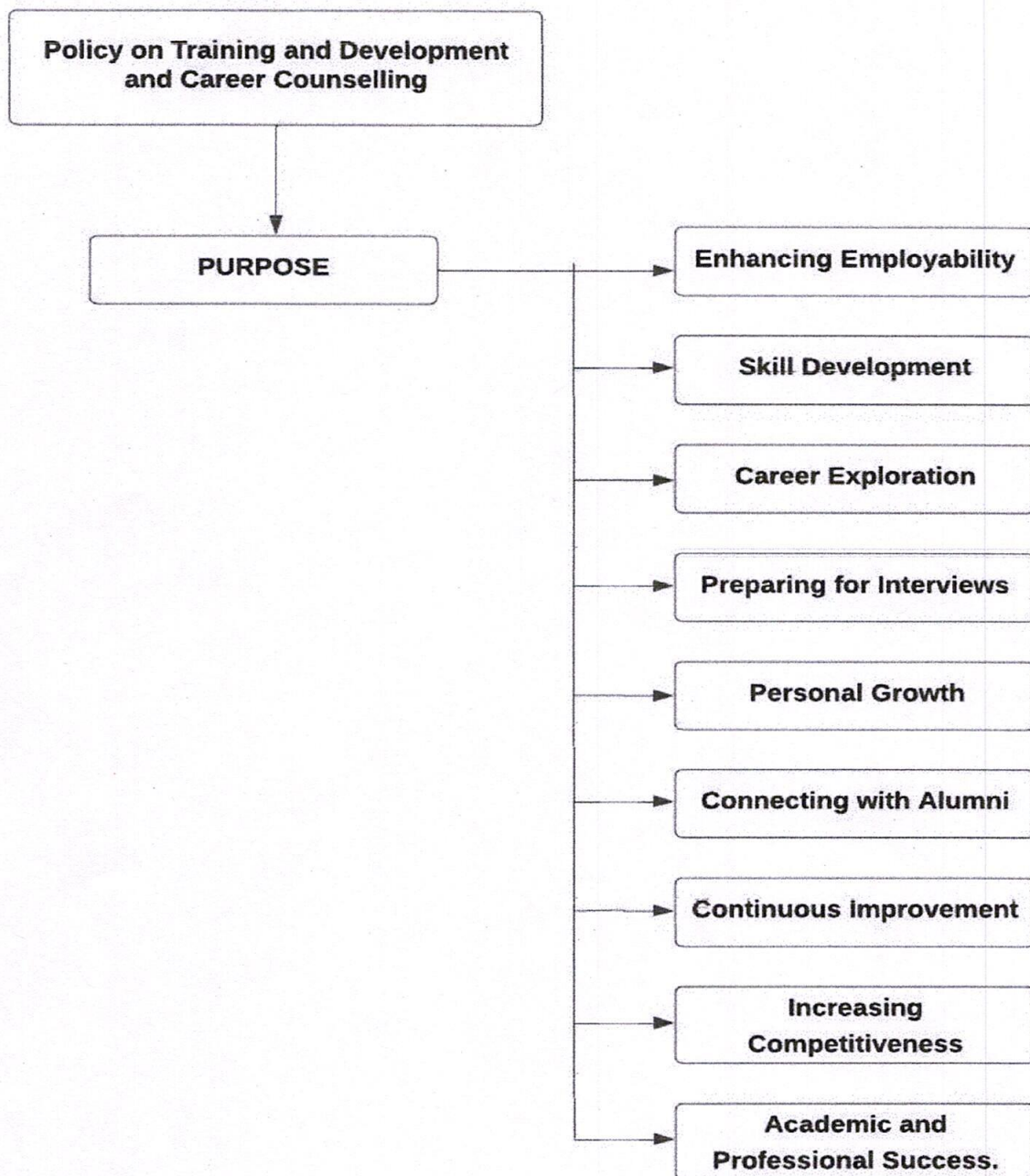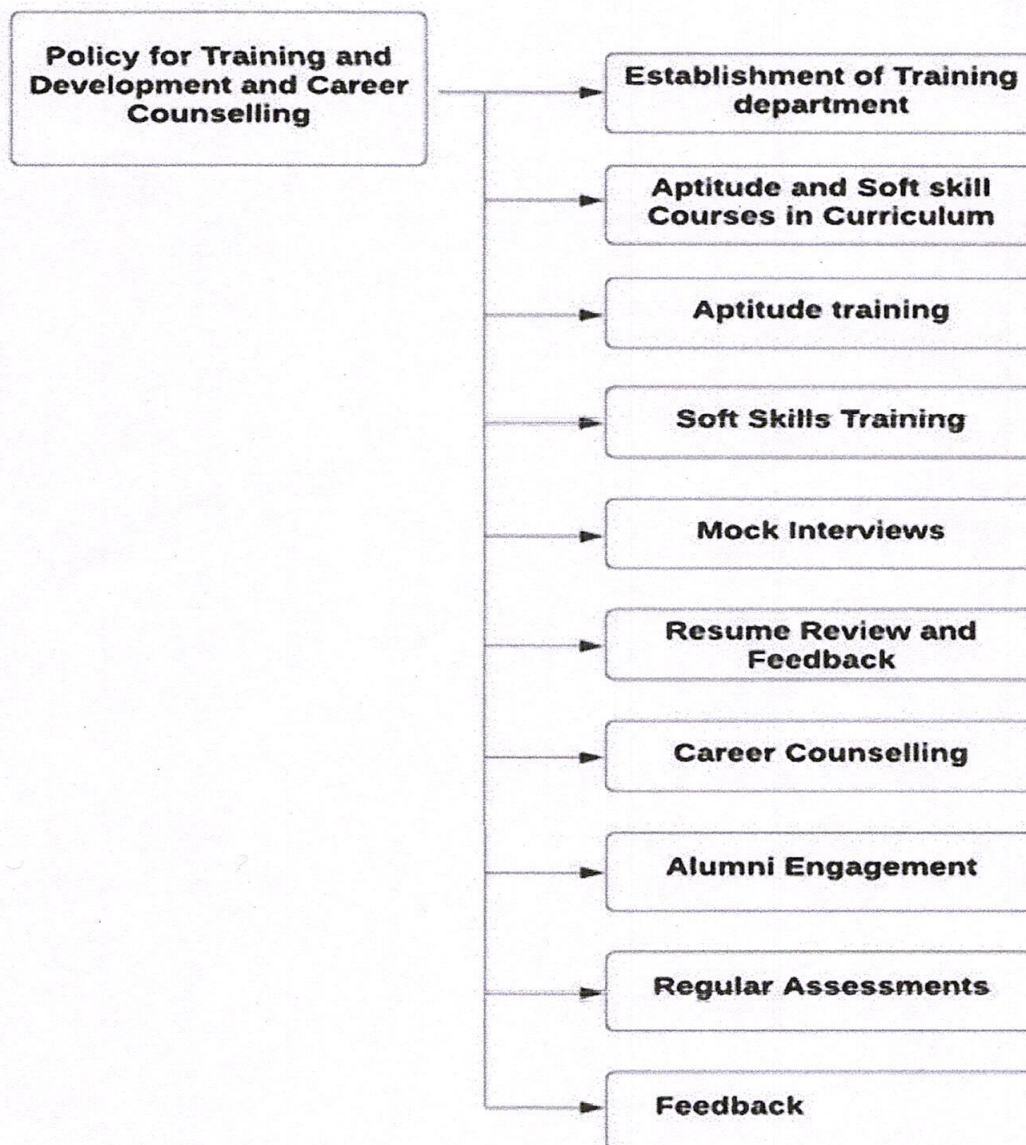
The "Training and Development and Career Counselling" program in our college is designed to bridge the gap between education and the workplace, equipping students with the skills, knowledge, and confidence they need to succeed in their chosen careers. It supports their personal growth, career exploration, and readiness for the challenges and opportunities that lie ahead.

3. Policy for Training and Development and Career Counselling:

The policies and guidelines implemented by the Training Department for supporting student career development and placements are comprehensive and aim to provide students with a well-rounded education and preparation for the workforce.

Following is the summary of the key policies of the Training Department and their benefits:

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Policy for Training and           →  Establishment of Training
Development and Career               department
Counselling
                                  →  Aptitude and Soft skill
                                     Courses in Curriculum

                                  →  Aptitude training

                                  →  Soft Skills Training

                                  →  Mock Interviews

                                  →  Resume Review and
                                     Feedback

                                  →  Career Counselling

                                  →  Alumni Engagement

                                  →  Regular Assessments

                                  →  Feedback
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1. Establishment of Training department:

A dedicated Training Department was established within the institution to represent a significant and strategic commitment to equip students with the essential resources for career success. It signifies a proactive approach in addressing the evolving demands of the modern job market, which places a high premium on not just academic qualifications but also on soft skills and aptitudes.

By having a dedicated department staffed with experts in these areas, the institution ensures that students receive specialized and high-quality training. Graduates who benefitted from the Training Department's focused expertise often emerge as highly employable individuals with a competitive edge, positioning them well for success in their careers and leadership roles. In essence, the Training Department serves as a cornerstone in preparing students for a dynamic and competitive professional landscape, aligning with the institution's dedication to nurturing well-rounded graduates who are ready to face the challenges of the workforce.

2. Aptitude and Soft skill Courses in Curriculum:

Aptitude and Soft skill courses directly embedded into the college curriculum from the 3rd to the 6th semesters represents a proactive approach to enhancing students' readiness for the workforce. By integrating these courses seamlessly into the academic curriculum, students receive systematic and structured training in these critical areas, which are often overlooked in traditional education systems. This approach has ensured that students not only gain theoretical knowledge but also practical skills that are highly sought after by employers.

3. Aptitude training:

It is a structured program which has been designed to enhance an individual's cognitive and problem-solving abilities. It focuses on developing skills and competencies that are crucial for success in various academic, professional, and personal pursuits. This training typically involved exercises and assessments that measured a person's logical reasoning, critical thinking, mathematical proficiency, verbal comprehension, and spatial awareness. By honing these skills, individuals can improve their performance in

tasks such as standardized tests, job interviews, and decision-making processes. It can lead to increased confidence, higher academic and career achievements, and better decision-making, ultimately contributing to personal and professional growth.

4. Soft Skills Training: Incorporating soft skills training into the curriculum is a vital component of preparing students for success in the professional world. Soft skills encompass essential interpersonal abilities such as communication, teamwork, leadership, adaptability, and problem-solving, which are often as crucial as technical expertise in today's workplace. This training equipped them with the tools to effectively collaborate, communicate, and lead in diverse work environments. Soft skills training goes beyond theoretical knowledge, offering practical exercises and scenarios that allow students to apply these skills in real-world situations.

5. Mock Interviews: The organization of mock interview sessions is a focal component of preparing students for the real-world job market. Mock interviews simulate real job interview scenarios, complete with questions and feedback, allowing students to become familiar with the interview process and build their confidence. This invaluable experience not only reduced interview anxiety but also significantly enhanced students' preparedness and performance when they face actual job interviews.

6. Resume Review and Feedback: The provision of resume review and oral feedback to the students within the institution has played a crucial role in equipping students with the tools to present themselves professionally to potential employers. Expert feedback has always helped students refine their resumes, ensuring they stand out among job applicants. This not only enhanced their chances of securing job interviews but also prepared them to communicate their strengths and qualifications effectively in the highly competitive job market. In essence, resume review and feedback given to the students on the empower students to make a strong first impression and increase their prospects of success in their job search endeavours.

7. Career Counselling: Providing career counselling services within the institution represented a crucial support system for students as they navigate their academic journeys and prepare for future careers. Career counselling goes beyond academic advice; it has helped students to identify their personal strengths, interests, and career aspirations. This personalized approach has allowed students to explore various career options, understand the job market, and plan for their professional development. Ultimately, career counselling has empowered students to embark on meaningful career journeys that align with their individual strengths and passions, increasing the likelihood of long-term success and job satisfaction.

8. Alumni Engagement: Engaging alumni in the training and development process of current students is a valuable and enriching aspect of the educational experience. Alumni, who have successfully transitioned into their professional careers, bring a wealth of practical insights and real-world experiences to share with current students. Their engagement in mock interviews supported the students in moving forward in to their placement goal.

9. Regular Assessments: Regular assessments are an essential component of effective talent management within organizations. These assessments served as a strategic tool to evaluate the skills, competencies, and performance of employees in their current roles, ensuring that they are placed in positions that align with their strengths and potential. Moreover, placement assessments promoted transparency and fairness in talent management processes, helping to create a more motivated and engaged workforce.

10. Feedback: Implementing feedback given by students is a crucial element in any comprehensive training and development program. This mechanism empowered students to have a voice and actively participate in shaping their learning experiences. Armed with this feedback, the Training Department shares the feed back to the concerned faculty so that he or she can fine-tune their training and development offerings to meet the evolving needs and preferences of their learners.

Overall, these policies and guidelines have created a holistic and supportive environment for students to develop both technical and soft skills, gain industry-specific knowledge, and transition into successful careers. Regular assessments and feedback mechanisms have ensured that the programs remain relevant and effective, making them valuable assets for student career development.

These policies and guidelines, encompassing the above points, collectively has established a nurturing and all-encompassing ecosystem for students' growth and development. By integrating technical and soft skill development with industry-specific knowledge, they have equipped students with a well-rounded skill set that is highly valuable in today's competitive job market. Moreover, these initiatives have played an essential role in facilitating a seamless transition into successful careers.

In essence, these comprehensive policies and guidelines have served as invaluable assets, not only enriching student career development but also contributing to the long-term success of both individuals and the organizations that implement them.

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