

Career Development Centre (CDC)

OPERATIONAL HANDBOOK



OUR INSPIRATION



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Chancellor- Adamas University, Kolkata



Welcome!

It gives me immense pleasure to introduce this Operational Handbook for the Career Development Centre (CDC) at Adamas University. This document reflects our unwavering commitment to guiding and preparing our students for the professional world through an integrated approach that combines industry collaborations, data-driven placement initiatives, and comprehensive student support systems.

The CDC team works tirelessly to provide opportunities for our students to connect with the best companies and equip themselves with the skills required in today's ever-evolving job market.

This handbook serves as a structured guide for all stakeholders—students, faculty, and recruiters—ensuring —ensuring transparency, consistency, and excellence in all our placement and internship endeavors.

I am confident that this handbook will serve as a valuable resource in advancing the vision of Adamas University and in equipping our students to become the leaders of tomorrow.

Prof. Abhijit Giri

Sr. Vice President

CDC, Skill & Consultancy and Group Outreach

Director- Alumni Relations

Adamas University



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PREAMBLE

The Career Development Centre (CDC) at Adamas University is dedicated to facilitating the transition from academic life to professional life for its students.

Through robust corporate outreach programs, industry collaborations, and comprehensive data-driven placement processes, the CDC ensures that all students are prepared for the challenges of the professional world. The CDC functions in alignment with the University's mission to foster academic and professional excellence.



PHILOSOPHY

The CDC believes in empowering students by providing them with the tools, resources, and opportunities needed to excel in their careers. The Centre is committed to bridging the gap between academia and industry by creating strong partnerships with corporates and fostering an ecosystem of learning, adaptability, and preparedness.



VISION & MISSION

Vision

To be recognized as a premier university placement centre that nurtures future professionals, entrepreneurs, and thought leaders capable of making a meaningful impact on society.

Mission

To develop a comprehensive and scalable placement system that ensures the holistic career development of students through corporate outreach, student training, and a dedicated support system for internships and campus placements.



CDC STRUCTURE

1

Sr. Vice President

-Overall in charge of all placement and internship activities. Coordinates corporate outreach, manages policy formulation, and oversees strategy implementation.

2

Corporate Outreach Team

-Engages with companies to organize campus placements and internships.
-Establishes industry connections and arranges training programs for students

3

Data Team -

Supports the corporate outreach team by preparing accurate student data and managing campus drives. -Maintains the 'Superset' platform to manage student records, company interactions, and the execution of campus placements.

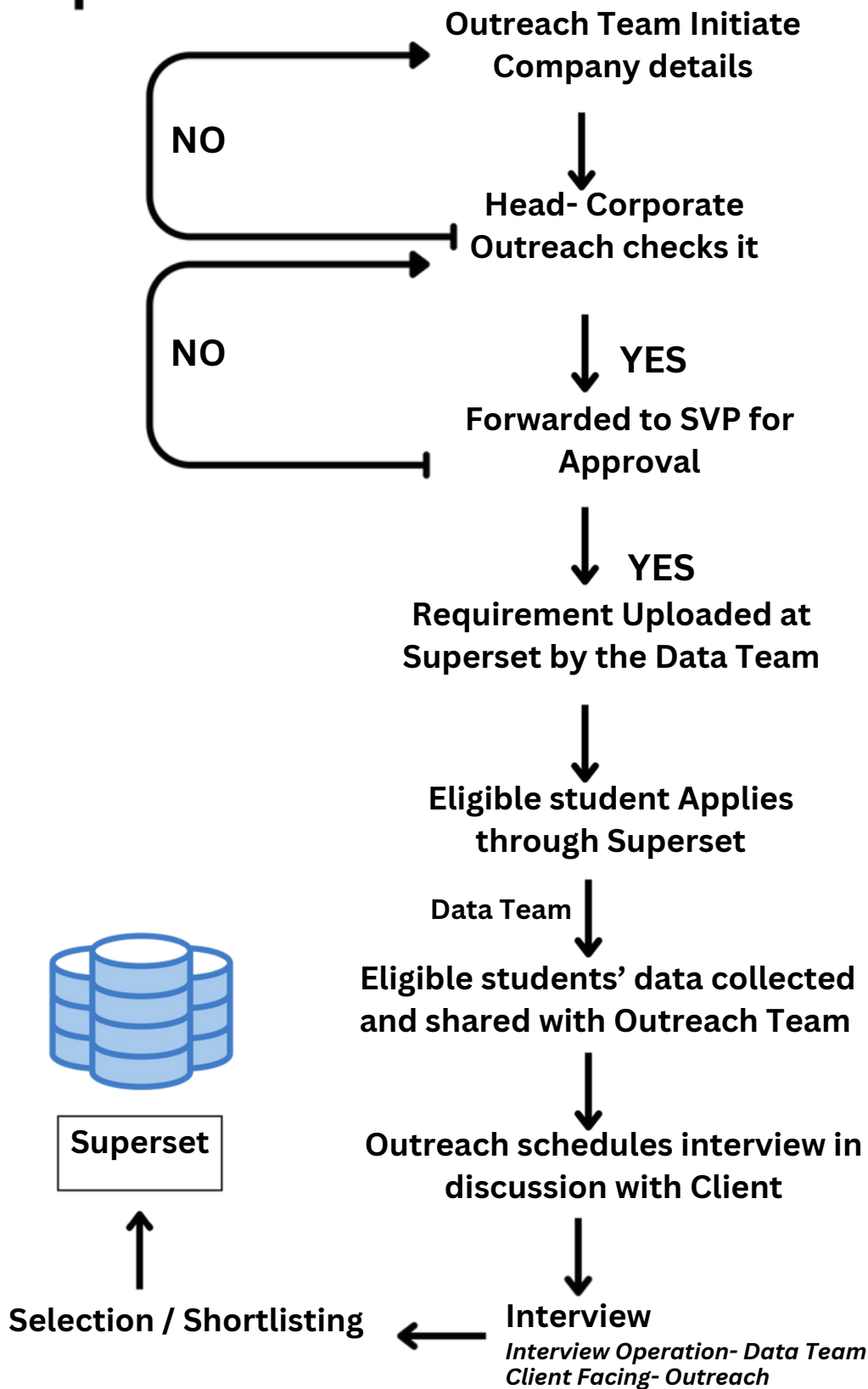
4

Placement Coordinators (School Specific) :

-**Faculty Coordinators:** Each school within Adamas University nominates a coordinator responsible for managing student placement activities, ensuring preparedness, and liaising between the CDC and students.

-**Student Coordinators-** A student placement coordinator acts as a vital link between the Career Development Centre (CDC) and their department, ensuring timely communication of important information. Collects and submits interested students' details for job applications.

PROCESS FLOW



- Students must register for placements through the Superset platform.

- Participation in pre-placement training sessions is mandatory for all students.

- Students are required to maintain a minimum attendance of 75% in all placement-related activities.

Process Flow

Superset

**Superset Invitation Email
sent on University Outlook Mail**

Click on
'Accept Invite'

Fill up the
'Basic Details Information'

Fill up the
'Academic Details'

Create 'My Profile'

(like internship details, technical skills, communication skills, projects etc)

Complete Resume and Documents section
(upload CV & ID)

(Only registered/ Unenrolled)
Click on the check box for terms &
condition

If accepted

Enrolled

(will be applicable for placement)

If not accepted





CDC

ROLES & RESPONSIBILITIES

Corporate Outreach

- The outreach team identifies companies and initiates contact. - An initiation form is prepared and sent to the Head of Outreach for approval. - Upon approval by SVP, the data team uploads the company profile on the Superset platform.

Data Management & Superset

- The Data Team manages student eligibility lists, which they share with the outreach team for company interactions.
- The Superset platform manages the registration and application process for both students and recruiters.

Student Training and Preparation

- CDC organizes Boot Camps and provides pre-placement training and guidance to students in collaboration with the Centre for Lifelong Learning (CLL) and external trainers.

Campus Placement Execution

- Physical and online placement drives are conducted by coordinating logistics and maintaining proper documentation, including attendance sheets and offer letters.

Roles of Schools and Departments

➔ SPOC

COORDINATE

Faculty Coordinators & Student Coordinators

- Each school/department will have a dedicated placement coordinator who will work closely with the CDC.

➔ Deans & HODs

MENTOR

- Deans and Heads of Departments will coordinate training programs and ensure students' readiness.

➔ Faculty Members

TRAIN

- Faculty members are responsible for ensuring students' employability and grooming for professional life.



➔ Placement Guidelines

- The CDC acts as a facilitator and counselor but does not guarantee placements. Students may participate in the placement process for up to seven opportunities, subject to specific conditions regarding offers and emoluments. Students must not contact company officials directly without permission from the Senior Vice President of the CDC.

➔ General Guidelines for Internships

- The CDC will coordinate with industries to provide internships for all eligible students. Internship modes may include on-site, virtual, project-based, or interdisciplinary formats. Students must maintain 100% attendance during internships and submit a logbook signed by their supervisor.

➔ Pre-Placement Offers (PPO)

- Any Pre-Placement Offers (PPO) must be immediately reported to the CDC by the student.
- Students may either accept or decline a PPO but must notify the CDC promptly.

➔ Post-Placement Responsibilities

- Students must adhere to the company's rules and regulations upon joining. They are expected to report to the company only after completing their final examinations.

IMPORTANT FORMS

FORM 1

PLACEMENT / INTERNSHIP INITIATION FORMAT

(Applicable for All Campus Drives)

Company Name *	
Company Website *	
Company Category *	Z / Y / L1 - Fill the correct category
Name of SPOC *	
Name of Initiator of the Process (SPOC) *	
Company Details(About Company) *	
Company's physical Address *	
Company location / Zone * (India HO)	North / East / South / West - India
Company Head Office *	
Name of Contact Person *	
Email Address of Contact Person *	
Contact Number of the personnel *	
Company Turn-Over *	
Approx. manpower of the company *	
Probable No. of Openings/Intake *	
Company Logo	To be attached along with the form
Additional Documents (If Any)	To be attached along with the form
Eligibility Marks Criteria *	
Course & Stream *	
Pass out Year *	
Additional Criteria (If any)	
Job Role (Permanent/Internship) *	
Internship Learnings	
Salary / Stipend CTC *	
Additional Benefits (If any)	
Job Location *	
Job Description *	
Additional Note for Candidates (If any)	
Registration Link (if any)	Will be initiated in Superset
Start & End Date of Registration (If any)	
Joining Date	
Internship Period (Duration)	
Interview Date *	
Reporting Time	
Interview Venue *	
Interview Venue Address	
Interview Rounds	
Technical Skills Required*	
Additional Skills Required *	
Technical Support Required	
Digital Support Required	YES / NO (mention in details)

For ON-Campus:	
No. of SOPC Members Required	To be arranged my respective SPOC of Recruitment from SOPC Committee
Number of Heads to Visit	
Name & Number of Officials	
Transport Details with Time & Location of Pick-up/Drop	
Additional Note (If any)	

****** The SPOC of the internship/recruitment drive need to take care of the drive end to end

Now superset registered students can fill up the form for upcoming placement drive as per their cut off area.

FORM 2

Student's NOC (No Objection Certificate) for Internship.

Self-Arranged Internship Procedure to collect NOC:

The student needs to send the following details **to the respected HOD for approval**, which further needs to be forwarded to internship@adamasuniversity.ac.in for the issue of NOC after receiving the approval.

Subject of Email: Application for Internship-NOC_(Your Name / Pass-out Year/Stream)

Student Details

Student Name:

AU Email:

Personal Email:

Contact No.:

Course:

Stream:

Passing out year:

AU Roll No.:

Enrolment No:

Internship details

Organization Name:

Address of the Organization:

Name of Guide/Contact Person:

Designation of the Person:

Contact no. of the contact person:

Duration of internship (Date): Start & End date to be mentioned:

(Preferred duration – NOC will be issued only for Internship as per AU Academic calendar mentioned/approved by the department)

Attachment Required: The confirmation email/offer letter from the company where the student got the internship needs to be attached along with the above details in pdf format.

FORM 3

Students registered in the Superset who want to pursue higher studies need to fill out the following form.

Registered Superset Student Declaration Form looking forward to Higher Studies

(For opting out of Placement Assistance Service by Career Development Centre @ Adamas University) Dear Sir/Ma'am, I would want to opt out of the Placement Assistance Service by the Career Development Centre @ Adamas University. I have already discussed this with my Guardian/s and they are fine with it. I have also intimated my HOD/Dean on the same.

My details are:

1. Name:
2. University Roll Number:
3. Subject:
4. School:
5. Contact Number:
6. AU Email id:

The reason behind my decision (please check the correct option) :

1. To pursue Higher Studies
2. To prepare for Government Jobs
3. Interested for entrepreneurship
4. Other reason _____

Yours Sincerely,

Student Self-Signature with date:

Guardian Signature with date :

Signature of HoD / Dean:

Requisition Form for On Campus Recruitment Drive (should reach to Data Team before 48 Hrs of date of drive.) This Form is to be filled up by the SPOC.

FORM 4

REQUISITION FORM FOR RECRUITMENT DRIVE				
SI No	Particulars	Drive Details		
1	Name of the Company:			
2	Company Address:			
3	Contact Person:			
4	Contact No:			
5	Name of SPOC:			
6	Tentative Date of Drive			
7	Mode of Drive:			
8	No. of Person Visit to the Campus:			
9	Name of the official Person and Designation:	No. of Male:	No. of Female:	
9.1	(i)	Designation:		
9.2	(ii)	Designation:		
9.3	(iii)	Designation:		
9.4	(iv)	Designation:		
9.5	(v)	Designation:		
10	Expected time of arriving:			
11	Logistic Support:			
11.1	(a) No. of of Flight Ticket:	From:	To:	
11.2	(b) No. of Train Ticket:	From:	To:	
11.3	(c) Local Transport Support Need (Yes	No	
11.4	d) No. of Person for CAB	From:	To:	
12	Lunch:			
12.1	No. of Veg Person			
12.2	No. of Non Veg Person			
13	Hospitality Support:			
13.1	No. of person for accommodation and name:	From:	To:	
13.2	(i)	Designation:		
13.3	(ii)	Designation:		
13.4	(ii)	Designation:		
13.5	(iv)	Designation:		
13.6	(v)	Designation:		

FORM 5

Student Attendance Sheet for the day of campus drive:

Drive Attendance List : Recruitment Drive onAdamas University (20xx Passed Out Batch)

Sl.No.	University Roll No	Student Name	Department	Contact Number	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					

FORM 6

Employer Feedback Form:

EMPLOYER FEEDBACK

(Adamas University is looking for your kind response in the following areas and your participation will help us to record and undertake the needed correction. To be submitted by employer only.)

Name of the Employer:	
Name of Respondent:	
Designation:	Company Location:
Mobile No.:	Email Id:
Streams:	
Job Roles:	

A. Evaluate the following criteria by marking "√" in the box of the corresponding column in the scale of 1 to 5 (1 being the lowest & 5 being the highest)

1. About the University campus ("NA" for Virtual Campus)

Sr.	Parameter	1	2	3	4	5
1	Infrastructure					
2	Ambience					
3	Hospitality					

2. Feedback on Students

Sl.No	Feedback Criteria	1	2	3	4	5
1	Domain & Subject Knowledge of students meet Industry standard					
2	Quality of Knowledge transfer and application of subject knowledge					
3	General Knowledge & Awareness of students					
4	Interpersonal Skills of the students					
5	Communication Skills					
6	Overall Performance of the students is as per industry expectation					

B. Suggestions and Remarks:

1. About the Campus

2. About the Students

a. Knowledge & Skills

b. Overall Development

3. Any other comments / suggestions

Name & Designation of the Respondent

Seal of the Organization