ACROPOLIS INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH
(Run by: Teach for India Education and Research Samiti)
A. B. Road Bypass, Near Toll Plaza, Manglia Square, Indore (M.P.) - 453771 |
Tel: 0731-4730093, 01 Email: aimsr@acropolis.in, Website :www.aimsr.ac.in

ACTIVITIES RELATED TO CAREER DEVELOPMENT CELL

S.No.	Name of Activity
1	**Pre-Placement Activities (Preparation Phase)**
i	**Student Registration & Database Management**
	Collecting student details (academic records, skills, certifications)
	Maintaining updated placement database
	Categorizing students based on career interests (Core, IT, Banking, HR, etc.)
ii	**Career Awareness Programs**
	Career orientation sessions for 1st & 2nd year students
	Industry awareness seminars
	Alumni interaction sessions
	Sector-wise career guidance workshops
iii	**Resume Building & Profile Development**
	Resume writing workshops
	LinkedIn profile optimization sessions
	Mock resume review panels
	Creating digital portfolios
iv	**Skill Development Training**
	Soft skills training (communication, body language, etiquette)
	Aptitude training (quantitative, logical reasoning, verbal ability)
	Technical skill enhancement sessions
	Group discussion practice
	Public speaking workshops
v	**Mock Interview Sessions**
	HR mock interviews
	Technical mock interviews
	Stress interviews
	Panel interview simulations
	Video interview practice
vi	**Personality Development Programs**
	Grooming sessions

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		Confidence building activities
		Emotional intelligence training
		Leadership development workshops
vii		**Company Specific Capsule Training Sessions**
		Online & Offline training sessions
		Aptitude & Technical training sessions
		Mock group discussions
		Mock personal interviews
2		**Employer Engagement Activities**
i		**Company Outreach & Networking**
		Maintaining recruiter database
		Corporate visits
		Industry networking events
ii		**MoU & Industry Tie-ups**
		Signing Memorandum of Understanding (MoUs)
		Long-term collaboration with companies
		Internship partnerships
		Skill certification tie-ups
iii		**Guest Lectures & Industry Talks**
		Inviting HR professionals
		Industry expert panel discussions
		Career path guidance sessions
3		**Recruitment Process Activities**
i		**Pre-Placement Talk (PPT) Coordination**
		Arranging company presentations
		Scheduling interviews
		Coordinating with HR teams
		Venue & logistics management
ii		**Campus Recruitment Drives**
		Aptitude & Technical test coordination
		Group discussion rounds
		Technical interview rounds

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		HR interview rounds
		Final result declaration
4	**Internship Management**	
i	**Internship Planning**	
		Identifying internship companies
		Sending student nominations
		Issuing internship letters
		Monitoring internship progress
5	**Placement Documentation & Reporting**	
i	**Placement Data Management**	
		Maintaining selection records
		Company-wise placement analysis
		Salary package analysis
		Branch-wise placement statistics
6	**Student Support & Counselling**	
i	**Career Counselling**	
		One-to-one career guidance
		Strength & SWOT analysis
		Career mapping sessions
7	**Post-Placement Activities**	
	Offer letter verification	
	Joining documentation support	
	Student-company communication support	