

CRC ACTIVITY CALENDAR FOR THE SESSION

2024-2025

S. NO.	MONTH WISE SCHEDULE	CRC - ACTIVITIES
1	June -2024	<ul style="list-style-type: none">• Analysis of placement statistics for passed out batches.• Data Management: Data collected for the pre-final year batches for placement interest and activities, includes:<ul style="list-style-type: none">➤ Placement registration for 2025 passing out batch.➤ Data Integration over POD.AI platform➤ Segregation of data on basis of student scores and skill set.• Identification of areas of improvement and training requirements for 2025 passing out batch.• Scheduling Internships / Training of relevant course students & data management / record wrt., internship drives conducted and selection results.• University Portal update wrt., placements records and statistics.
2	July- August 2024	<ul style="list-style-type: none">• Internship Tracker: Regular feedback through students reporting managers over internship performance and further scope of improvement in academic curriculum as per the industry requirements and employability of students.• Identifying potential recruiters through internship data generated for the upcoming placement cycle.• Fixation of placement drives tentative schedules for 2025 batches of all colleges where students have shown interest for placement assistance.• Planning for regular weekly basis Industry visit exposure for students from relevant courses and colleges where learning format needs an industrial tour.• Finalizing the Industry visit schedule by end of August-2024 to initiate Industry Visits from 1st week of September 2024 month.• Campus invitation to various recruiters via email, cold calling and in-person visits to multiple office locations in the NCR/ Chandigarh / Rudrapur and local networking regions.• Data management for Internship records for enrolled students and report generation.• Invitation to host a Guest Session series during new batch induction programs from Corporate Sector, potential recruiters only who later can be invited for campus recruitment as well.

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3	September - 2024	<ul style="list-style-type: none"> Initiating Industrial visit for early batches / new admissions of the relevant courses in the assigned colleges for manufacturing unit exposure and learning by seeing the production process on weekly basis. Phase - 1: Initiating Campus Recruitment season for 2024-25 session from 15th September 2024. Hosting campus recruitment team for campus drives on regular basis.
4	October-2024	<ul style="list-style-type: none"> Continuation of regular Industry Visit for Management, Engineering branches, Nursing, Sciences & pharmacy courses. Expert Guest Lectures and training sessions onsite & virtual mode as per the plan. Campus Placement session continues and regular visits for recruiters
5	November-2024	<ul style="list-style-type: none"> Review of training imparted to multiple courses or through proposed Centre of Excellence along with CTLD department. Analysis of training done, and further results submitted to respective stakeholders.
6	December – 2024	<ul style="list-style-type: none"> Exam Break: Preparation for next phase of placement drives starting from January& scheduling companies in pipeline.
7	January – March 2025	<ul style="list-style-type: none"> Phase -2: Extensive industry visits and campus placement activities from 15th-Jan 2025 onwards especially companies in Delhi/NCR and other job industry zones. Explore possibilities of summer internships, live projects, and work assignments for the upcoming pre final year students from 2026 passing out batch.
8	April - 2025	<ul style="list-style-type: none"> Phase - 3: Conducting campus recruitment drives focusing on high package companies for the remaining student students. Initiating next batch data collection and placement / internship registration activities for 2026 passing out batches. Circulation of placement registration form link – Google Forms. Formation of Student WhatsApp groups for smooth communication.

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		<ul style="list-style-type: none"> • Student- Placement Orientation sessions with the CRC- Director & Team for the pre-final year students regarding Internship & Placement Guidance. • Data Analysis of registered students from the upcoming batch and further segregation under categories A/B/C by end of April 2025.
9	May - 2025	<ul style="list-style-type: none"> • Offer letter / Appointment Letters distribution by companies- for Placed Batch. • Thanks letters to Companies and sharing of feedback. • Database Updating for next year's placements over Placement Suite/ ERP – POD.AI • Joining of Students and submission of feedback forms. • Creation of Annual Placement Brochure. • Report generation of placement records for 2024-2025 passing out batch. • Annual Placement Review and final presentation in presence of stakeholders.

