



**Rizvi Education Society's  
RIZVI COLLEGE OF EDUCATION  
Khar West**

**PLACEMENT CELL – ANNUAL REPORT 2019-20**

The College Placement cell is an integral part of the college activities. The main responsibility of the cell is to place the right candidate at the right organization. The cell identifies the qualities, preferences, talents and traits of the student teachers which help during the time of placement. The cell organizes activities concerning career planning and acts as a bridge between students, alumni and employers.

The composition of the Placement Cell for academic Year 2019-20

Chairperson – Dr. Gyanprakash Arya

Placement Co-ordinators – Mrs. Spoty Karthik & Mrs. Neha Sharma

Student Member – Ms. Guhagarkar Aishwarya

Aligning with its objectives the Placement cell carried out the following activities to enable student teachers get into right school in accordance to their abilities and qualifications.

1. Resume Writing & Portfolio Development Session
2. Personal Grooming and Interview skills
3. Mock Interview
4. Placement Drive

### **1. Resume Writing & Portfolio Development Session**

Mrs. Neha Sharma conducted a session on resume and CV writing on 09.01.2020. She also trained them in preparing an e portfolio and website development. She also trained them in personal grooming and interview skills.

### **2. TET Workshop**

The Placement Cell organised a Workshop on preparing for the TET and CTET. Mrs. Neha Sharma explained them on the syllabus, paper patter and made student teachers e some practice tests during the workshop. The session was done on 11.01.2020.

### **3. Mock interview and Classroom Situation Test**

The Placement Cell organised a mock interview of all the student teachers were conducted on 22<sup>nd</sup> January, 2020. During the interview students were asked questions on general knowledge, current affairs, educational reforms, content knowledge and its pedagogy. They were assessed on their communication skills, teacher personality appearance and conduct as well. There CVs and covering letters were also scrutinised and suggestions given. After the mock interview they

were given a Situation Test where classroom scenarios were provided and student teachers were asked how they would handle the situation.

#### 4. Placement Drive

The placement drive for academic year 2019-20 was conducted from 23<sup>rd</sup> & 24<sup>th</sup> January, 2020. College invited several schools, colleges, and NGOs to participate in the drive. Some institutions conducted a Pre-placement orientation session with the student teachers. The list of institutions which participated in the drive is presented below.

1. Aseema Charitable Trust
2. The Akansha Foundation
3. Arya Vidya Mandir
4. Kaiser College of Commerce
5. Rizvi Spring Field High School (CBSE)
6. Rizvi Spring Field High School (SSC)
7. Rizvi College of Arts, Science & Commerce
8. Nahar International school
9. Orchids International
10. VIBGYOR High
11. Oberoi International

Through the drive several students were placed. Following the drive the college tried to place the remaining students in schools through networking and references. Many more were placed.





Dr. Gyanprakash Arya  
Principal I/C



Mrs. Spoty Karthik  
Co-ordinator

Mrs. Neha Sharma  
Co-ordinator