St. Lawrence College of Higher Education
(AN ISO: 9001:2008 certified "A" Rated B.Ed. College for Girls Only)
Approved by N.C.T.E., Dir. of Hr. Education & Affiliated to GGSIP University,
Geeta Colony Facility Centre, East Delhi-110 031
M.- 7827616100, 8076521185, 8468911848, 011-22046100, 22018888
Website: www.stlawrenceconvent.com Email: helpdesk@stlawrence.in

# Constitution of Committee Members in Placement Cell

The training and placement related activities are carried out by the placement committee/Cell under the supervision of placement committee. The Cell comprises of the following members.

| S.No. | Name of the Member | Designation | Phone No. |
|---|---|---|---|
| 1. | Dr. Vijayshri Bhati | Principal | 9910864530 |
| 2. | Dr. Renu | Asst. Professor | 9810744928 |
| 3. | Ms. Deepti | Co-ordinator | 9990281898 |
| 4. | Ms. Divya | Co-ordinator | 8588019034 |

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# Functions of the Placement Cell

1. The Placement Cell is formed to provide all possible Assistance to the students in their efforts to find employment in teaching. The purpose of the cell is to guide the students to choose right career in teaching and to give knowledge, skill, and aptitude to meet the current requirements of the school.

2. The cell helps each student in exploring training and placement opportunities by inviting School Principals during Campus Placement.

3. Gathering information about teaching job requirements and expectations both from students and Principal of the school fairs related to teaching and employment opportunities and conducting jobs.

4. Organizing campus recruitment training programmes.

SLCHE has a very active Placement Cell which is instrumental in placing the student teachers after the completion of the course in schools and colleges by coordinating with various institutions. The placement cell every year invites prominent schools to provide students with the best career options suited to their capabilities.

## Objectives of Placement cell:

- To provide assistance to our B.Ed. students in finding employment opportunities in Secondary schools.
- To provide career counseling and guidance to students, helping them explore different teaching career paths and set career goals.

- To organize workshops and seminars to equip student teachers with the necessary skills to excel in the teaching profession.
- To give training on effective communication, classroom management, and innovative teaching methodologies.
- To keep our students updated on job openings, upcoming Government recruitment drives, and relevant job fairs.
- To share information on scholarships, fellowships, and other opportunities related to the education sector.
- To provide insights to our students through workshops, training programmes, guest lectures by educators or school administrators.
- To boost the confidence levels and refine the interview skills of our students by conducting mock interviews and practice tests before facing real recruiters.
- To ensure a smooth transition for graduating students from training to the professional world of teaching

**EXECUTIVE COMMITTEE**

| **Designation** | **Name** |
|---|---|
| **Chairperson** | Prof. (Dr.) Vijayshri Bhati (Principal) |
| **Placement In- charge** | Dr. Renu (Asst. Prof.) |
| **Member** | Ms. Mahima Jain |
| **Member** | Ms. Deepti |
| **Member** | Ms. Jasleen Kaur Kohli |
| **Member** | Ms. Divya |

## Role and Functions Of Placement Cell

1. Assist students in preparing their resumes, covering letter, reference and guides job search strategies and career planning in teaching.
2. Helps students to identify suitable job opportunities and facilitates their participation in recruitment drives in schools.
3. Notifying the students about pre-placement activities, job opportunities and selections through circulars on notice Boards.
4. Organizing campus recruitment training programme for students twice a year i.e March-April and June-July.

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# Modus Operandi of Placement Cell

1. The placement cell conducts resume building workshop to help students create effective resumes. These workshops provide students with valuable insights into the elements of a successful resume.

2. Campus recruitment drives are organized by the placement Cell to invite various Schools to the Campus to hire students. This provides a platform for students to showcase their skills and abilities, interact with potential employers.

3. The placement cell invites School experts to conducts workshops and seminars on various topics.

4. To help in showcasing in skills experiences and achievements effectively.

Step By Step Grooming Of students for placement in school.

- Resume preparation
- Advertising-pasting of vacancy ads as mention in daily newspaper weekly on the notice board.
- Mock interviews are conducted.
- Practice of demo is done.
- Coaching for preparing for CTET is done by the faculty.
- Liaison with school principal.
- Campus placement.

# COMPREHENSIVE REPORT ON MOCK RECRUITMENT & TEACHER INTERVIEW DRIVE

| | |
|---|---|
| **Activity / Event Name:** | Mock Recruitment Drive (Written Screening, Panel Interview & Teaching Demo) |
| **Date of Conduct:** | 19th February 2026 |
| **Organized & Evaluated By:** | Faculty Members & Internal Assessment Committee |
| **Venue:** | Examination Hall, Interview Chambers & Pedagogy Labs |

## Objectives of the Activity

• To familiarize prospective educators with the three-tier hiring processes implemented by modern academic institutions.
• To evaluate fundamental conceptual understanding of child psychology, educational policies (including NEP 2020), and pedagogy through a written screening.
• To build self-efficacy, professional interview etiquette, and structured verbal articulation during multi-expert panel interactions.
• To test live blackboard management, teaching-learning material (TLM) integration, instructional pacing, and classroom management in a simulated teaching environment.
• To identify diagnostic strengths and gap areas for each teacher trainee prior to formal recruitment drives.

## Structure and Execution of the Drive

### Stage 1: Written Screening Examination

The drive commenced with a formal written examination conducted under standardized invigilation in the examination hall. The question paper tested core educational concepts, application-based child psychology problems, instructional design principles, and classroom situation ethics. This round served as a rigorous baseline assessment of conceptual clarity and timed analytical expression.

### Stage 2: Professional Panel Interview & Document Verification

Candidates appeared individually before multi-member faculty evaluation panels. The panels evaluated candidates across multiple parameters, including professional grooming, curriculum vitae organization, internship portfolios, lesson-plan rationale, and handling difficult classroom contingencies (e.g., student disengagement, inclusive education needs, parent-teacher collaboration). The panels probed candidates on their teaching philosophies and mastery of modern educational methodologies.

### Stage 3: Teaching Demonstration (Demo Session)

In the final round, teacher trainees delivered live micro-teaching sessions before peers and faculty evaluators in the pedagogy practice rooms. Candidates demonstrated specialized lesson plans, utilized self-crafted teaching-learning materials (TLMs) such as creative star/graphic models and chart displays, and executed interactive

chalkboard/whiteboard presentations. Evaluators scored candidates on voice modulation, instructional opening hooks, content breakdown, learner questioning, and effective lesson summarization.

## Photographic Documentation of the Event

The following photographic records document the chronological progression of the Mock Recruitment Drive across the Written Examination, Faculty Panel Interviews, and Live Teaching Demonstrations:

### Stage 1: Written Screening Examination Hall



*Figure 1.1: B.Ed. teacher trainees writing the screening test in the examination hall.*



*Figure 1.2: Trainees completing the timed pedagogical & aptitude question paper.*

### Stage 2: Panel Interviews & Viva Voce



*Figure 2.1: Multi-member faculty interview panel scrutinizing trainee credentials and pedagogical readiness.*



*Figure 2.2: Candidate responding to situational questions and curriculum inquiries before the panel.*



*Figure 2.3: In-depth individual viva and portfolio scrutiny session with senior faculty interviewer.*

## Stage 3: Practical Teaching Demonstrations (Demo Sessions)



*Figure 3.1: Candidate delivering live demonstration showcasing whiteboard skills and instructional pedagogy.*



*Figure 3.2: Trainee teacher presenting interactive Teaching-Learning Materials (TLMs) during the micro-lesson.*