

Policy for
CAREER COUNSELLING AND PLACEMENT
GUIDELINE
SIDDHARTH UNIVERSITY, KAPILVASTU



SIDDHARTH UNIVERSITY, KAPILVASTU,
SIDDHARTH NAGAR, UTTAR PRADESH, 272202

Overall wellbeing of our students is of prime concern for Siddharth University, Kapilvastu (SUK), Uttar Pradesh. Towards this, a Training, Counselling and Placement Cell shall be established on campus for providing excellent student-oriented services to assist them in shaping their career besides enabling them to effectively cope with their day-to-day concerns in a constructive manner. The mission of the Training, Counselling and Placement cell shall be to support students' intellectual, emotional, psychological, personal development and social growth for improving their overall wellbeing. They can meet professional counselling psychologists to discuss their personal concerns and issues during office hours on all the working days. Siddharth University Training, Counselling and Placement cell shall have a provision for providing a system and support of counselling with the help of trained psychologists and faculty members.

1. VISION

To provide a comprehensive, developmental counselling support that addresses the academic, personal, social and emotional needs of students to make them mentally strong as overall well-being of students.

2. MISSION

Help support, guide and assist students to develop life skills to cope up with challenges and enhance their personality by making them not just excellent professionals but also good human beings with understanding and regard for human values.

3. OBJECTIVES:

The objective of the Siddharth University Training, Counselling and Placement cell shall be :

- To help students attain personal and professional excellence by facilitating change and new perspectives towards the challenges of life.
- To conduct trainings, workshops, lectures, presentations, and other events/activities to develop career planning and employability skills for students.
- To coordinate with academic industries for the guidance and placement of students
- To help students become self-sufficient and motivated.
- To ensure their success, happiness and well-being.

4. Training Counselling and Placement Cell (TCPC) at Siddharth University, Kapilvastu.

The University shall have a Training, Counselling and Placement Cell (TCPC) that shall be supported by the faculty members of various faculties and staff of the University. SUK currently had three faculties on campus i.e. Arts, Commerce and Science. Each faculty shall have a TCPC at faculty level. The TCPC shall be constituted by the concerned Dean, who shall draw the suitable faculty members from among the regular teacher of various departments under the faculty. The coordinators at faculty level TCPC shall constitute a University level TCPC. The Vice Chancellor shall nominate a University level coordinator of TCPC from amongst the coordinators TCPC at faculty level. The coordinator University TCPC shall coordinate the training, counselling and Placement related activities in the University with the help of faculty level TCPC and the support staff allocated for the purpose. The structure of the TCPC is provided in fig. 1.

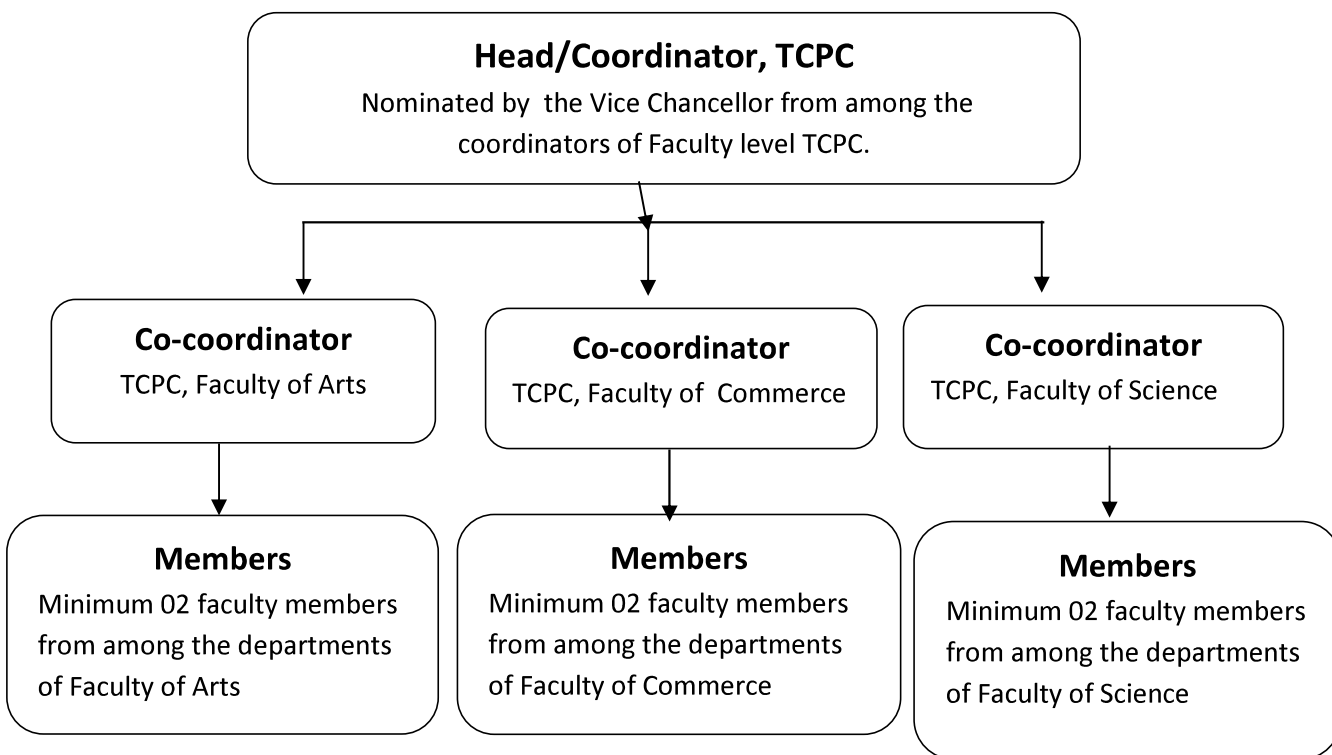


Fig.1: Organogram of Training Counselling and Placement Cell (TCPC)

At faculty level TCPC, one of the members may preferably be a female. In case of non-availability of the female faculty member (due to any reason), a female faculty member from other Faculty may be included in the committee in consultation with the concerned Dean of Faculty.

The duration of the Head/Coordinator of the cell (TCPC, University level) shall be of three years but it could be further extended to another two years based on performance and requirements.

All the activities of the cell will be discussed from time to time and decisions will be taken with consensus. The coordinators shall maintain record of all the meeting, activities and decisions at all the levels.

5. Functioning of TCPC

The main goal of TCPC, Siddharth University, will be to place students in recognized national/multi-national companies, government, non-governmental organizations, and the research sectors as well as well-being for enhancing their performance. All enrolled students at TCPC will receive placement support, career advice, and even opportunities for self-employment. By providing University infrastructure to the visiting employers, the TCPC shall ensure support throughout the process of learning skills and improve place ability.

The students will be able to choose from their career alternatives through the TCPC, which will serve as an intermediary between the industry/Govt./NGO and the students. TCPC will assist each company in the selecting process based on their needs. The TCPC will work with businesses and organizations to provide qualified applicants positions when they graduate/post-graduate from the University. Additionally, the TCPC will suggest holding of conduct seminars and workshops to help Siddharth University students succeed as professionals and citizen ethics.

TCPC shall provide a platform to companies seeking to hire the best personnel as well as our young candidates. Additionally, the TCPC will assist companies in fulfilling their internship needs while also assisting our students in several ways to improve their talents. In view of this the TCPC shall function to assist the departments under various faculties in placements, training and counselling by performing various functions:

- i. The cell shall supervise all the activities organized at department level for the career counselling, training of students and placement.
- ii. If any department wishes to organize activities related to career counselling and guidance at large level, then it must inform the university cell at least before 15 days of the programme/ event/ activity.
- iii. The cell shall request to engage/ update the members of the guidance and counselling team running at department/ faculty level, to the respective Dean of Faculty, who shall look into the matter and provide for the updation.
- iv. Training Counselling and Placement Cell shall further ensure:
 - Understanding students' potential and mapping their competencies;
 - Arranging student data (specialization, interests, and academic performance);
 - Creating connections for eager talent to explore new frontiers in line with the expanding demands of the corporate world;
 - Serving as a platform for shaping students by the demands of R&D departments and the corporate world.
 - Developing a web-based job search platform, and career guidance is being made available to students.
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6. Training Counselling and Placement Cell – Activities such as below:

In brief, activities of the cell shall be at various levels in three forms,

- a. Employment counselling
- b. Academic counselling
- c. Personal counselling

a. Employment Counseling

The Siddharth University, Kapilvastu, **Training Counselling and Placement Cell** shall provide various support to the students to get benefitted for building up their career. Its various functions shall include.

- Provide for details on a range of occupations that are offered locally, regionally, and nationally in newspapers.
- Provide career coaching to secure employment in both public and private organizations.
- To prepare students for competitive examinations such as those administered by the various service councils, like UPSC, Civil Services, Railway, Banks, LIC, etc.
- Provide instruction for the National, State, and NET examinations, respectively.
- The University shall offer a range of courses designed to help students become self-sufficient financially. Siddharth Centre for Career Counselling and Placement Cell is sufficiently active to offer advice on career development.

b. Academic Counselling

In addition to their usual classroom instructions, the teachers shall be in touch with their students regarding academic growth. It shall sensitize through the departmental interaction and academic counselling for the support of students of SUK.

c. Personal Counselling

The Cell shall make every efforts to use individual counselling to foster a healthy society. It shall hold camps, for individual career counselling through professional and trainers for enhancement of skills, abilities and career development.

In view of above the TCPC shall be conducting various activities at Siddharth University, Kapilvastu (not limit to):

- Conducting Workshops, Seminars/Webinars
- Facilitate Internships Programme for Professional exposure.
- Career Counselling and Capacity Building
- Inviting Corporate Professionals/HR for placement and Internships
- Conducting Job Fair
- Preparing and maintaining Placement related data & reports
- Focus on counselling to address the mental health issues of the students.

- Conduct workshops, seminars etc. on the mental health, wellbeing etc.
- Develop communication material such as brochure, information booklets, reports etc. to disseminate information about the university among the potential employees.

7. TCPC Cell - Roles and responsibilities-

The TCPC shall be responsible for the career counselling and placement of the students with the coordination and support of academic departments and administration of the University. It shall:

- Make sure that the necessary processes are set up to support this policy.
- Reaching out to potential employers for internships and placements.
- Communicating with the academic departments, centres, and other administrative divisions of the institute to guarantee the application of this policy.
- Keeping a contact list of academic, staff, and student nominees who are involved in placement and internship affairs.
- Maintaining record of all the activities, placements (on campus/off campus), career progression, skill-based training etc. of the students of SUK campus.
- In addition to above the TCPC shall perform the activities related to training counselling and placement, as directed by the competent authority.

The TCPC of the University shall provide for the annual guideline, calendar of activities towards, skill enhancement, camps, job fairs, training sessions, etc. for supporting the students. The TCPC activities shall be supported under the budget head of the University. However, TCPC shall arrange for collaboration/sponsored activities towards training, counselling and placements.