

POLICY DOCUMENT
CAREER COUNSELING & CONSULTANCY CELL



BENGTOL COLLEGE, BENGTOL
CHIRANG, BTR, ASSAM

www.bengtolcollege.ac.in



Office of the Principal

BENGTOL COLLEGE

Vill. & P.O. BENGTOI

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Memo No.

DECLARATION

I hereby declare that all the information furnished herewith are true to the best of my knowledge and belief.


Principal
Bengtoli College
Bengtoli
Principal
Bengtoli College
Bengtoli

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1. Introduction:

The Career Counseling and Consultancy Cell in a higher educational institute plays a crucial role in assisting students with various aspects of their career development and job placement services. Its primary functions are to provide guidance, support, and resources to help students make informed decisions about their career paths and successfully transition from education to the workforce. The need for disseminating right and reliable career information, counselling and guidance for enabling the students in choosing the right and appropriate career options and opportunities has become pertinent and challenging in contemporary time. With the noble aim of addressing that need of the time, Bengtol college formed Career counseling and Consultancy Cell on 13th March 2013.

2. Motto:

- ❖ Together we will shape a brighter and more prosperous future.

3. Mission:

- ❖ To enhance employability skills and foster personal and professional growth.

4. Objectives

1. **Career Guidance:** The cell offers career guidance to students, helping them explore their interests, strengths, and aspirations. It provides insights into various career options and help students make informed choices regarding their career goals.
2. **Skill Development:** It organizes workshops, seminars, and training programs to enhance students' employability skills.
3. **Information and Resources:** It provides access to a wide range of career-related information, resources, and literature. This includes information on different industries, companies, job markets, and emerging career trends.
4. **Service provider/Employer Partnerships:** The cell will collaborate for fostering relationships with local and national employers to provide skill trainings and thereby to create job opportunities for students.

5. **Employment Support Services:** The cell will provide consultancy and counselling services to the students for their internships, entrepreneurship development and employment opportunities.

5. Structure and Organization of the Cell:

1. Chairman:

Principal of the college will be the chairman of the cell. In his absence Principal i/c will replace the chairmanship of the cell. He will oversee the overall functioning of the cell, sets the strategic direction, and manages the staff and resources.

2. Coordinator:

One of the teaching staff will be a coordinator and he/she will be overall responsible for the smooth implementation of the strategies of the cell and in leading the cell to achieve its set aims and objectives.

3. Members:

The Cell will consist of 4 to six members from the staff of the college. They will provide support coordinator and will play a crucial role in ensuring the smooth operation of the cell.

4. Student Representative:

One Student Representative from Bengtol College Students' Union, particularly the General Secretary, will automatically be the member of the cell.

5. Advisory Board:

An advisory board comprising faculty, alumni, and industry experts may be appointed for better guidance and input on the cell's strategies, services, and policies.

6. Tenure of the members:

Except the chairman of the cell, other members will be appointed for a period of two years. They may be retained for next term or may be released prior to the completion of set tenure depending on situation.

7. Meetings and Reviews of the Cell:

The cell will convene regular meeting (at least once in a quarter) to review and plan its activities and services. In the meeting, the cell will evaluate the effectiveness of services and mechanisms for continuous improvement based on feedback and data analysis. Prior to

the execution of any activity or service that will be provided by the cell, an executive meeting will need to be convened for final review and approval.

8. Resource Allocation

Principal/IQAC of the college will verify and allocate the budget of expenditure for the cell's activities.

9. Collaboration and Partnerships

The Cell is also entrusted in achieving the institution's commitment to collaborating with external organizations, alumni, and employers to enhance the services provided.

10. Record Maintenance:

The coordinator of the cell will be responsible for all official documentation and record related to the cell. Other members of the cell will assist in this regard.

11. Conclusion:

Career Counseling and Consultancy Cell is dedicated to guiding students on their journey towards a fulfilling and successful career. It is committed to providing the support, resources, and expertise needed to make informed career choices, develop essential skills, and seamlessly transition from education to the workforce.