

No.EDN-H(21)A(1)-1/2011
Directorate of Hr. Education
Himachal Pradesh

Dated : Shimla-171001,

7th January 2012.

To

All the Principals of Govt. Degree Colleges in
Himachal Pradesh

Sub :-

Regarding directions for constitution of “Career Counseling-cum-Guidance Cell” and activities to be undertaken therein.

Memo:-

The state has achieved a remarkable success in the field of education in the country. We have a good number of higher educational institutions in public as well as private sector. Our gross enrolment ratio is also higher in the country. Yet, it is felt that the placement number of our students is not better and as per their qualification. The real aim of formal education in the modern context is also to make the students ready for jobs or self reliance in addition to their physical, mental and spiritual development. There is a need to provide a platform for the students in the institution where they are studying.

The University Grants Commission has already formulated a scheme namely “Career and Counseling Cell“ to address the diverse socio-economic challenges and geographic backgrounds of the heterogeneous population of students coming to the colleges vis-à-vis equity of access and placement opportunities through availability of appropriate institutional support information under which financial assistance to the tune of Rs.3-00 lacs is available to the eligible colleges.

To provide ample opportunities to the students for upgrading their skills, it is directed that there shall be a “Career Guidance, Counseling and Placement Cell” in every college in the state. The broader guidelines for the constitution of cell and activities to be undertaken therein are enclosed herewith as annexure “A”. The list suggestive of websites/sources of career/job related information as enclosed as annexure “B”.

Therefore, it is directed that the same may be implemented forthwith and regular report as desired under the scheme may be sent to this Directorate.

Non-compliance of the orders shall be viewed seriously and action as warranted under rules shall be initiated against the defaulters.



Director of Hr. Education
Himachal Pradesh
7th January 2011.

Endst. No. even

Dated : Shimla-171001,

Copy for information to:-

1. The Secretary (Education) to the Govt. of Himachal Pradesh, Shimla-2



Director of Hr. Education
Himachal Pradesh

ANNEXURE 'A'

BROADER GUIDELINES FOR CONSTITUTION OF “CAREER GUIDANCE, COUNSELLING AND PLACEMENT CELL”

The Principal shall ensure that there will be a platform in every college to address the problems of the students for providing guidance about the career and counseling from time to time. This cell will be named as **“CAREER GUIDANCE, COUNSELLING AND PLACEMENT CELL”**. These guidelines are general in nature. However, the “Career Guidance, Counseling & Placement Cell” may include more activities to provide better inputs to the students. All these guidelines shall be the part of prospectus, and regular reports of the activities undertaken by the committees shall be reported to the “Career Guidance, Counseling and Placement Cell” periodically.

CONSTITUTION:

The “Career Guidance, Counseling and Placement Cell” shall **have not more than seven members in general**. The Principal by virtue of his post shall be the patron of this cell as in other committees. The details and designation of members may be in the following form:-

- | | |
|--------------------|---|
| 1. Convener | -To be nominated by the Principal. |
| 2. Co-convener | -To be nominated by the Principal. |
| 3. Member (1) | -To be nominated by the Principal. |
| 4. Member (3 to 4) | -Ex-officio members (Heads of the Sub-Committees constituted Faculty-wise). |

Under this “Career Guidance, Counseling and Placement Cell” there will be stream wise Sub-Committees which will be responsible for executing all the schemes, plans and guidelines of the “Career Guidance, Counseling and Placement Cell” to the students. These committees shall have **not more than 2 to 3 members**. These committees will be constituted by the Principal concerned. The colleges where there are more than three courses running on self-financing basis can have 01 additional sub-committee, if required. Heads of these sub-committees shall be the ex-officio members of the “Career Guidance, Counseling and Placement Cell”.

DUTIES AND RESPONSIBILITIES OF “CAREER GUIDANCE, COUNSELING AND PLACEMENT CELL”

The “Career Guidance, Counseling and Placement Cell” shall be responsible to take stock of activities to be undertaken or proposed to be undertaken by the sub-committees in a phased manner from time to time. This Cell shall convene a meeting of all the sub-committees before starting of the admissions in the college and these committees will provide pre-admission coaching/guidance & counseling to all the admission seekers particularly in the Humanities Faculty to provide them their expert inputs regarding the choice of subjects/subject combinations keeping the interest of the students in view. These committees will, later on, also devise a calendar of activity giving faculty wise time slots and frequency of the programmes to be organized by these sub-committees in the entire academic session giving details about frequency & components to be taken up for discussion & counseling.

ACTION PLAN FOR THE SUB-COMMITTEES :-

The sub-committees shall undertake the following activities under the directions of the “Career Guidance, Counseling and Placement Cell” and implement the action plan approved by the Cell. Guidance and counseling for the students shall be given by the college teachers and notes will be ready for the students from time to time. The Resource Persons can also be invited from industry etc. according to the resources and convenience of the college. The following Action Plan is suggested for the sub-committees:-

1. Pre-Admission Guidance & Counseling

Counseling and guidance must be given at pre-admission level particularly in the section of Humanity Group. Pre-admission guidance will be for the 1st year students. There must be a Pre-Counseling and Guidance Committee at College level as per the availability of staff in which all stream faculty members may be included.

2. Self Assessment of students and raising the level of inherent capability

To make the students comfortable and bring forth their inherent capabilities, the counseling and guidance must be given to the students in the beginning through various measures viz. tutorials, organizing competitions, group discussion, interactive sessions, e-learning, library usage etc. It is desirable that adequate opportunities may be given to the new entrants i.e. for the 1st year students so that they shed their inhibitions, if any, and in the process the level of their self confidence is also raised.

3. Development of Communication Skills and Soft Skills

It will be mandatory for all the committees that programmes may be organized to enhance the Soft Skills of the students. Efforts may also be made to improve the Communication Skills of the students through various measures. The Language Labs of the nearby Colleges/institutions, wherever possible, can be utilized for the purpose. It is desired that equal weightage be given to the students of all classes. This exercise be done with a purpose of making the students confident enough to face any interviews/Group Discussions & other such challenges.

4. Guidance/Awareness about opportunities for Higher Education/Competitive Exams and Jobs

The students may be given awareness about the prospects of higher education in their future. They may be made aware about the job opportunities available in their stream/subject in the market/industry. Since there are more subjects in the Humanity Group therefore, Group Combination can be formed for common subjects in the following manner for providing them insight into the opportunities available in a particular field/subject etc.:-

- (a) Languages.
- (b) Social Sciences.
- (c) Practical oriented subjects.

Competitive Awareness may also be given to the students. The students may be made aware about usage of library, e-learning, use of website, e-journals etc. Due consideration may be given to the fact that all students are made aware of different competitive exams after the degrees to shape their future course of action.

ACTION PLAN FOR THE CORE COMMITTEE:-

1. Placement Opportunities :-

The cell shall have an important role and it will facilitate the students of outgoing classes. The “Career Guidance, Counseling and Placement Cell” shall examine the requests of the companies/private firms approaching the college for arranging campus for placement/job programmes/tests/interviews etc. The real authenticity of companies/private firms shall be checked by the Principal so that the students may not be exploited at any later date.

It is desirable that companies/private firms which have ISO 9000 certified or must have implemented any other Internal Quality System with defined quality policy and Standard Operating Procedures should be given preference for all such programmes. It is advised that before permitting any company/private firm the details of placement with regard to designation, package to be offered, duration of the contract etc. may also be sought and the students may be made aware all of this.

The campus placement/job programmes may be arranged not before the November **so that ample opportunities are available with the students for upgrading their skills or performance before facing any interview/tests etc. for the purpose of jobs.**

2. Feed back :-

It will be the responsibility of the “Career Guidance and Counseling Cell” that proper record and detail of the students offered job/placement in the job programme/campus placement will be kept. Regular feedback from the students provided job/placement may also be taken, so that the good or bad experiences may be taken care of for future planning; & **this Year-wise placement record shall have to be submitted to the office by the cell at the end of the session.**

As already explained, these directions are general in nature. However, the “Career Guidance, Counseling and Placement Cell” may include more activities to provide better inputs to the students. All these guidelines shall be the part of prospectus, and regular reports of the activities undertaken by the committees shall be reported to the “Career Guidance, Counseling and Placement Cell”. The Principal will include their activities in College Annual Report with a copy of Annual Report to be sent to the Directorate by 31st March every year.

ANNEXURE 'B'**LIST OF WEBSITES/SOURCES OF CAREER/JOB RELATED INFORMATION**

Teaching Jobs			
1	Schools	H.P. Subordinate Service Selection Board (HPSSSB Hamirpur)	http://himachal.nic.in/hpsssb
		Service Selection Board (SSB)	http://ssc.nic.in/SSS.html
		Employment News Weekly	http://www.employmentnews.gov.in
		Everonn School Jobs	http://www.schooljobs.in
		Sarkari Naukri Blog Spot	http://sarkari-naukri.blogspot.com
		Academic Jobs	http://academicjobs.in
		Websites of Private Schools/Advertisement in Newspapers/Ads in local electronic media.	
	Colleges/ Universities	H.P. Public Service Commission, Shimla	http://www.hp.gov.in/hppsc
		Union Public Service Commission	http://www.upsc.gov.in
		Employment News Weekly	http://www.employmentnews.gov.in
		Academic Jobs	http://academicjobs.in
		College Recruiter	http://www.collegerecruiter.com
		Websites of respective Colleges & Universities/Advertisement	
2.	Administrative Services (IAS and Allied Services)	Union Public Service Commission	http://www.upsc.gov.in
		Employment News Weekly	http://www.employmentnews.gov.in
		Advertisement in Newspapers	
	HAS and Allied Services	H.P. Public Service Commission, Shimla	http://www.hp.gov.in/hppsc
		Advertisement in Newspapers	
3.	Forest Services : {Indian Forest Services (IFS)}	Union Public Service Commission	http://www.upsc.gov.in
		Employment News Weekly	http://www.employmentnews.gov.in
	HP Forest Services (HPFS)	H.P. Public Service Commission, Shimla	http://www.hp.gov.in/hppsc
		Advertisement in news papers	
4.	Bank Officers	Websites of respective Banks, Advertisement in Newspapers, Employment News Weekly.	
5.	Jobs in Financial Services/Chartered Accountant/ICWA etc.		
		i. Chartered Accountancy Courses	http://www.icai.org
		ii. The Institute of Cost and Works Accountants of India.	http://www.icwai.org
		iii. The institute of Company Secretaries of India.	http://www.icsi.edu
6.	Pharmaceutical Industry		

	Production/Quality Control/Research		
		Advertisement in Newspapers	
		Websites of Respective Private	
		Laboratories/Pharmaceutical Industry	
	Medical Representative		
		Advertisement in Newspapers	
		Websites of Respective Private Pharmaceutical Industry	
7.	Research		
	Government Sector		
		Employment News Weekly	http://www.employmentnews.gov.in
		Advertisement in News papers	
		Websites of Respective Research Laboratories	
	Private Labs		
		Advertisements/Websites of Respective Private Laboratories	
8.	Computer related jobs/BPO Jobs/Medical Prescriptionist/Ecotourism,/Jobs in other emerging Fields and Private Sector		
		i. Nokri.com	www.naukri.com
		ii. Quikr Jobs	www.quikr.com/Jobs
		iii. Monster India	www.monsterinida.com
		iv. Job Portal	www.naukri24x7.com
		v. Yahoo Hot Jobs	http://hotjobs.yahoo.com
		vi. My Global Education	http://www.myglobaleducation.com
		vii. Career Builder	http://www.careerbuilder.com
		viii. All Job Search	http://www.alljobsearch.com
		ix. Time Jobs	www.timesjobs.com
		x. Higher Jobs	http://www.higheredjobs.com
		xi. One India Jobs	http://jobs.oneindia.in
		xii. Placement INDIA	http://www.placementindia.com
		xiii. CAREERs 360	http://www.careers360.com
		xiv. Career Age	http://www.careerage.com
		xv. Learnhub	http://learnhub.com/careers
		xvi. Simply Hired	http://www.simplyhired.co.in
		xvii. Karmayog	http://www.karmayog.org/careercounseling
Admissions in Higher Classes and Technical Courses			
9.		i. H.P.U. Shimla	www.hpuniv.nic.in
		ii. Central University of Himachal Pradesh	www.cuhimachal.ac.in
		iii. Punjab University Chandigarh	www.puchd.ac.in
		iv. IGNOU New Delhi	www.ignou.ac.in
		v. National Institute of Technology Hamirpur	www.nith.ac.in
		vi. University Institute of Information and Technology, Shimla	www.hpuitshimla.org
		vii. Dr. Y.S. Parmar University of Horticulture and Forestry, Solan	www.yspuniiversity.ac.in
		viii. Jaypee Univeristy of Information Technology, Wagnaghat	www.juit.ac.in

	ix. Shoolini University of Biotechnology and Management Sciences, Solan	www.shooliniuniversity.com
	x. Bahra University Waknaghat	www.bahrauniversity.edu.in
	xi. Chitkara University	www.chitkara.edu.in
	xii. Punjabi University Patiala	www.punjabiuniversity.ac.in
	xiii. Kurukshetra University	www.kuk.ac.in
	xiv. Guru Nanak Dev University Amritsar	www.gndu.ac.in
	xvi. Jawaharlal Nehru University, New Delhi	www.jnu.ac.in
	xvii. University of Jammu	www.jammuuniversity.in
	xviii. Maharishi Dayanand University Rohtak	www.mdurohtak.ac.in
	xix. University of Allahabad	www.allduniv.ac.in
	xx. Dr. Bhimrao Ambedkar University Agra	www.dbrau.ac.in
	xxi. Annamalai University	www.annamalaiuniversity.ac.in
	xxii. Hemwati Nadan Bahuguna Garhwal University	www.hnbgu.ac.in
	xxiii. Chaudhary Charan Singh University, Meerut	www.ccsuniversity.ac.in
	xxiv. IIT Mandi	www.iitmandi.ac.in
	xxv. Entrance Examinations for PG Courses	http://entrance-exam.net
	xxvi. National Institute of Fashion Technology Kangra	www.nift.ac.in/kangra
	xxvii. Institute of Hotel Management Kufri	www.ihmshimla.com
	xxviii. Institute of Hotel Management Hamirpur	www.ihmhamirpur.com