

**Government of Odisha
Higher Education Department**

No.: 18157 /HE, Dated: 23/06/2018
HE-PTC-SCHM-0001/2018

From

Parameswaran B., IAS
Joint Secretary to Govt.

To

The Principal,
All Govt. Degree/ Autonomous Colleges
(List attached - 52 no.s)

Sub: Establishment of Career and Counseling Cells in Govt. Colleges.

Madam/Sir,

I am directed to inform you that Government have been pleased to open 'Career & Counseling Cell' in your college, for which the grant amounting to Rs. 3.00 Lakhs have been sanctioned to each college.

Non-Recurring amount = Rs. 2.00 Lakhs
Recurring Grant = Rs. 1.00 Lakhs
Total: Rs 3.00 lakhs

(The detailed guideline is enclosed.)

Therefore, you are requested to establish the Cell and intimate the name of the Co-ordinator to 'sptc.hed2017@gmail.com' before 30th June, 2018.

Yours sincerely,

[Signature]
Joint Secretary to Govt.

Memo No. 18158 /HE/ Dated: 23 /06/2018

Copy forwarded to P.S. to Hon'ble Minister, Higher Education for kind knowledge of Hon'ble Minister.

[Signature]
Joint Secretary to Govt.

Memo No. 18159 /HE/ Dated: 23 /06/2018

Copy forwarded to Sr. P.S. to Commissioner-cum-Secretary to Govt., Higher Education Department for kind information of Commissioner-cum-Secretary.

[Signature]
Joint Secretary to Govt.

Memo No. 18160 /HE/ Dated: 23 /06/2018

Copy forwarded to the Vice-Chairperson, Odisha State Higher Education Council / Additional Secretary (Govt. College Branch) / F.A.-cum-Additional Secretary/Director, Higher Education for information.

[Signature]
Joint Secretary to Govt.

GUIDELINE FOR OPENING OF 'CAREER AND COUNSELING CELL' IN COLLEGES

1. PREAMBLE :

The need of Career and Counseling services for students at higher education level is strongly felt owing to the impact of globalization and technological advancements in order to facilitate meaningful career for students in academics or industry. Therefore, a good Career & Counseling Cell (CCC) at Colleges in Odisha is essential to bridge the employability gap, focusing on entrepreneurship and establishing linkages with the job market to facilitate placement.

2. VISION :

To promote the holistic development of the young talents to discover their full potential and engage in meaningful career that contributes in creating a socially responsible, morally aware, economically independent and an active partner in the progress of the state and the society.

3. MISSION:

To identify the values and interest of the students and enhance their employability skills to face challenges and facilitate employment opportunities across the globe.

4. OBJECTIVES

The broad objectives of the CCC are as follows;

Objectives:

- To make students develop their academic and career interests, and their short and long term goals through individual counseling and group discussion.
- To assist student identify their own potential and interests
- To help students to implement successful job search strategies.
- To inform various opportunities available in the state and outside
- To create awareness among the students regarding career trends.
- To enhance soft skills of the students and make them industry ready
- To facilitate employment opportunities and encourage students to be self-reliant

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5. Methodologies and Operational Model

The broad operational model would include

1. Coordinator - Appointment of a Coordinator for Career and Counseling Cell and earmarking a space where information can be displayed. A young faculty is to be the coordinator. Among them, interested/ volunteering person be given preference. Few computers can be kept for students and space for conducting counseling.
2. Career & Counseling Cell is to arrange both One-on-One and group career counseling sessions for the students to make them aware of their strengths and weaknesses, explore their values and interest, identify the skills gaps and take up new learning to achieve career goals. There is a need to get their aptitude, Emotional Quotient (EQ) measured using standard techniques/Agencies
3. Social media groups - Social media groups to be created for students to have immediate information regarding job or higher study opportunities.
4. Basic Employability Skills Training - The Cell would organize Basic Employability Skills Training for students from all streams that include training on Job preparedness, communication skills, etiquettes and manners, personality grooming, team work and IT skills.
5. Employability Assessment Test - The Cell is to arrange Employability Assessment Tests for the students in association with organizations such as NASSCOM (NAC-TEC), Aspiring Minds (AMCAT), Mettl Test (MET), Wheelbox Employability Test and Youth4work Test and share comprehensive report with the students for corrective action.
6. Online Mock Tests- As online tests have become the first process in majority of the recruitment drives, the cell must tie up with portals like www.placementseason.com for online mock tests free of cost.
7. Virtual recruitment- The Cell is to make arrangements with recruitment portals such as www.firstnaukri.com, www.monster.com, and www.fresherworld.com for online registration and selection of students of the Colleges free of cost.
8. Campus Recruitment Drives- The cell may facilitate campus recruitment drives for students pursuing professional courses as well as traditional courses inviting corporate, banks, NGOs and government departments for the benefit of the students.
9. Inspirational and informative Talks : The cell would organize motivational talks and student interaction sessions with local eminent professionals

10. The Cell may also launch Entrepreneurship Development Program (EDP) and self-employment guidance sessions for the young talents. Besides, the Cell would extend its services in the nearby affiliated graduate colleges providing training and placement opportunities to Under Graduate students.
11. The CCC can make consortiums with nearby educational, industrial and other relevant institutions for effective implementation of common programs

TARGET GROUPS: The scheme is applicable to all the Govt. Colleges

FINANCIAL ASSISTANCE:

The following financial assistance will be provided under the scheme:

- i. **Non-recurring :** Rs 2.00 lakh. This is a one-time grant. It will be used for purchase of Projector, Computer, Printer etc.
- ii. **Recurring :** Rs 1.00 lakh
Honorarium for Counsellors and Resource persons @ 1000.00 per 1.00 hr, payment of TA/DA as per State Govt. rule, Reading material, Contingency etc. The Coordinator of this scheme will get Rs 7,000/- and a peon will get Rs 3,000.00 per annum. Both should be from existing staff. No regular teaching or non-teaching post under the scheme is permitted to be created.
In subsequent years, only recurring cost of Rs 1.00 lakh shall be given to each Government College.

PROCEDURE FOR MONITORING THE PROGRES OF THE SCHEME:

At the end of each quarter, the Coordinator of the Cell will submit a Progress Report on the sessions / activities held, dignitaries who conducted the sessions, no. of students participated etc., to the Odisha State Higher Education Council (OSHEC) . At the end of each academic year, an Annual Appraisal Report duly signed by the Principal be sent to the OSHEC. The College is to send item-wise statement of expenditure and Audited Utilization Certificate at the end of every year to OSHEC.

At the OSHEC, Vice Chairman, OSHEC will be the patron for the program. Consultants will be appointed to monitor and handhold the colleges for effective roll out of the program.

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LIST OF GOVERNMENT COLLEGES IN THE STATE

1	Angul	Government (Autonomous) College, Angul
2	Balasore	Kuntala Kumari Sabat Women's (Degree) College, Balasore
3	Balasore	Fakir Mohan (Autonomous) College, Balasore
4	Bargarh	Panchayat (Degree) College, Bargarh
5	Bhadrak	Bhadrak (Autonomous) College, Bhadrak
6	Boudh	Model Degree College
7	Bolangir	Government (Degree) College, Bolangir
8	Bolangir	Government Women's (Degree) College, Bolangir
9	Bolangir	Rajendra (Autonomous) College, Bolangir
10	Bolangir	B.B.Sanskrit College, Bolangir
11	Cuttack	Jatiya Kabi Bira Kishore Government (Degree) College, Cuttack
12	Cuttack	Shailabala Women's (Autonomous) College, Cuttack
13	Dhenkanal	Government Women's (Degree) College, Dhenkanal
14	Dhenkanal	Dhenkanal (Autonomous) College, Dhenkanal
15	Deogarh	Model Degree College
16	Gajapati	Sri Krushna Chandra Gajapati (Autonomous) College, Paralakhemundi
17	Ganjam	Niranjan Government (Degree) Women's College, Aska
18	Ganjam	Binayak Acharya (Degree) College, Aska Road
19	Ganjam	Khalikote (Autonomous) College, Berhampur
20	Ganjam	Sashi Bhusan Rath Government (Autonomous) Women's College, Berhampur
21	Ganjam	Government Science (Degree) College, Chhatrapur
22	Jajpur	Narasingsh Choudhury (Autonomous) College, Jajpur
23	Kalahandi	Government Women's (Degree) College, Bhawanipatna
24	Kalahandi	Government (Autonomous) College, Bhawanipatna
25	Kandhamal	Sanjaya Memorial Government Women's (Degree) College, Phulbani
26	Kandhamal	Government (Autonomous) College, Phulbani
27	Malkangiri	Model Degree College
28	Keonjhar	Government Women's (Degree) College, Keonjhar
29	Keonjhar	Dharanidhar (Autonomous) College, Keonjhar
30	Keonjhar	B.N.Sanskrit College, Tukuna, Keonjhar
31	Khurdha	Rajdhani (Degree) College, Bhubaneswar
32	Khurdha	Buxi Jagabandhu Bidyadhar (Autonomous) College, Bhubaneswar
33	Koraput	Government Women's (Degree) College, Jeypore
34	Koraput	Vikram Dev (Autonomous) College, Jeypore
35	Koraput	Government (Degree) College, Koraput
36	Mayurbhanja	Government Women's (Degree) College, Baripada
37	Mayurbhanja	Maharaja Purna Chandra (Autonomous) College, Takatpur
38	Mayurbhanja	Govt. Sanskrit College, Baripada
39	Nayagarh	Model Degree College
40	Nawarangpur	Model Degree College
41	Nuapada	Model Degree College
42	Puri	Government Women's (Degree) College, Puri
43	Puri	Samanta Chandra Sekhar (Autonomous) College, Puri
44	Rayagada	Model Degree College
45	Sambalpur	Netaji Subash Chandra Bose (Degree) College, Sambalpur
46	Sambalpur	Government Women's (Degree) College, Sambalpur
47	Sonepur	Model Degree College
48	Sundargarh	Rourkela (Degree) College, Rourkela