

IUD/Reg/Circular/2024/ 007

3rd January, 2024

Circular

I am directed to inform that a “**Career Guidance and Counselling Cell**” is being established within the university for the purpose of Career Guidance of the students of the university, comprising of following:

- 1) Head Placement Cell
- 2) One senior faculty member from each school to be nominated by the principal/ Director/ Dean concerned.
- 3) One expert from industry/ Academia (as and when required)

The Role and Responsibilities of Career Guidelines and Counselling Cell shall be as follows:

- 1) Assisting students in discovering their strengths, sharpening their interests and planning for a satisfying future.
- 2) To organize skill-based training programmes under the guidance of experts of repute from industry and academia to make the students ‘Industry Ready’.
- 3) To understand the gaps between academia & requirement of industries and after doing the gap analysis, recommend remedial measures.
- 4) To organize workshops and seminars on Personality Development, Interpersonal Relationship, Communication Skills, Interview Skills & Presentation Skills for holistic development of students.
- 5) To acquire information on Professional Development courses, higher studies etc. available in India and abroad and disseminate among the students.
- 6) To prepare students for competitive Exams like Engineering Services, GATE, CAT, CMAT, GRE, GMAT, higher studies and guiding them to choose a rewarding career.
- 7) To motivate students to take a plunge into entrepreneurship.
- 8) To maintain database of students for referring them for suitable job vacancies.
- 9) Maintaining job Proforma for making suitable JOB REFERRALS.

Distribution:

Vice Chancellor
All Concerned


Registrar
Registrar
The ICFAI University
Dehra Dun