



Manakula Vinayagar Institute of Technology

Kalitheerthal kuppam, Puducherry – 605 107

(Approved by AICTE, New Delhi, and affiliated to Pondicherry University)

Career Guidance Policy

Approved in the Governing body meeting held on **April 16, 2018**

INTRODUCTION

Career Guidance Cell provides guidance to students about various career avenues open after their graduation and encourages them to select their right career path based on their aspirations. The Cell provides career counseling for the students to pursue their higher studies, both in India and Abroad and arranges interactions with Academicians and Higher Education Consultancies in order to create awareness among the students and facilitate them in pursuing higher education at foreign universities. A well equipped International admission office is functioning under the Career Guidance Cell to conduct Training Programmes for the students to take competitive exams like GATE, GMAT, GRE, TOFEL etc. The Cell also facilitates the students interested to appear for Civil Services exams to attend sessions at the Indian Institute of Public Administration (IIPA), Puducherry.

MAJOR OBJECTIVES

- To arrange Career Guidance Programmes for the students to know about various avenues open after graduation which include Job Offer / Entrepreneurship / Higher Studies and to encourage them to select their career based on their aspirations
- To provide career counseling for the students to pursue higher education in India and Abroad.
- To identify students' needs on Higher Studies / Language Studies / Competitive Exams and further motivate, train and guide them for achieving it.
- To organize Guest Lectures and Orientation Programmes on GATE, Career Guidance and Profile Building for enabling students to secure Public Sector Jobs and Higher Education.
- To facilitate the students interested to attend sessions regarding Civil Services exams.
- To identify internal resources and conduct department wise peer coaching for attaining the higher studies objectives.
- To maintain institute governing body and Institute-Institute relationships with the foreign embassies / leading higher study training centers for organizing higher study awareness programmes in the Institute to promote students aspiring for higher studies in India and Abroad.

- To recognize and award the toppers in the Higher Study Exams / Competitive Examinations and recipients of Admission offers from the Universities in Abroad.

CAREER GUIDANCE CELL

The Career Guidance Cell is headed by the Coordinator and supported by the Department Cell members. The Cell will be reconstituted every year based on the requirements.

The department coordinators will be senior faculty members having wide exposure and well connected with the external environment those who can guide the students well and provide the right direction for the students to make their career option.

ROLE & RESPONSIBILITIES OF THE CG CELL

- Arranging Career Guidance Programmes for the students about various avenues open after graduation and guiding them to choose their right career path.
- Providing career counseling for the students to pursue their higher studies.
- Arranging for awareness lecture for GATE, Civil services, GRE, ToEFL, IELTS and International admissions.
- Motivating and guiding the students to take up the Competitive Examinations.
- Arranging training to the students for GATE, Civil Service Examinations.
- Facilitating the students to get admissions in foreign universities under scholarship schemes through International Admissions Office.
- Convening meeting once in a month and submitting the minutes.
- Submitting annual reports on the activities conducted.



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