



MANAKULA VINAYAGAR

INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

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CAREER GUIDANCE POLICY

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PREFACE

The Career Guidance Cell (CGC) of Manakula Vinayagar Institute of Technology provides guidance and counselling to students on all aspects of career avenues that are available after their graduation and encourage them to select their right career path based on their aspirations. The Cell offers career counseling to the students to pursue their higher studies, both in India and Abroad by arranging seminars/lectures/interactions with Academicians and Higher Education Consultancies in order to create awareness among the students and facilitate them in pursuing higher education.

A well equipped International Admission Office (IAO) is functioning under the Career Guidance Cell to conduct training programmes for the students to take-up competitive exams like GATE, GMAT, GRE, TOFEL etc. The Cell also facilitates the students who are aspiring to appear for Civil Services exams and motivate them to attend sessions at the Indian Institute of Public Administration (IIPA), Puducherry.

OBJECTIVES

- To identify the needs of the students on Higher Studies / Language Studies / Competitive Exams and further motivate, train and guide them for achieving their goal.
- To arrange Career Guidance Programmes for the students to know about the various avenues available after graduation which include Job Offer / Entrepreneurship / Higher Studies and to encourage them to select their career based on their aspirations.
- To provide career counselling for the students to pursue higher education in India and Abroad.
- 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 and competitive exam objectives.
- To maintain Institute-Institute relationships with the foreign universities / leading higher study training centre's for organizing higher study awareness programmes in the Institute to promote opportunities for the 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.

CONSTITUTION OF CAREER GUIDANCE CELL

The Career Guidance Cell is headed by a Coordinator and supported by members (Department Coordinators) from each department. The Cell will be reconstituted every year based on the requirements.

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

ROLES & RESPONSIBILITIES OF THE CG CELL

- Arranging Career Guidance Programmes for the students about various avenues available after graduation and guiding them to choose their right career path.
- Providing career counselling/guidance to the students by experts/consultancies through seminars/lectures to pursue their higher studies.
- Providing information about higher studies in India and Abroad with and without financial assistance.
- Facilitating the students to get admissions in foreign universities with scholarship schemes through International Admissions Office.
- Conducting career counselling through seminars by experts from industry.
- Arranging awareness creation lectures for GATE, Civil Service Examinations, GRE, ToEFL, IELTS and International admissions.
- Motivating and guiding the students periodically on career growth, Competitive Examinations, etc.
- Arranging training to the students for GATE, Civil Service Examinations and other competitive examinations.
- Convening meeting with the CG Cell members once in a month to review the status of action plan and submitting the minutes.
- Preparation and submission of annual reports on the CGC activities conducted.



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