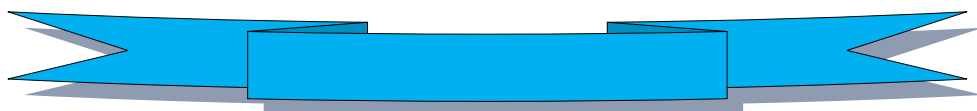




UNIVERSITY OF SCIENCE AND TECHNOLOGY, MEGHALAYA



CAREER GUIDANCE AND COUNSELLING POLICY:2020





Preamble: The University shall function as a centre of disseminating and imparting the highest standards of education to the students that is both holistic and relevant. This didactic apparatus shall be executed through a duality of modes: career guidance and counseling. The twin prongs of educational conditioning shall act as a fulcrum to render necessary skills and orientation besides realizing the objective of outcome centric educational process.

Context: The Career Guidance and Counseling Operations at the USTM has been an integral part of its academic vision and implementation. Since its inception, the University has sought to incorporate the best practices and agendas to realize the dual objective of providing necessary direction and training to enhance and secure the future of its students and at the same time, provide necessary counseling to the students as a enabling and assistive factor to make the right choices based on right aptitude, right assessment and right profiling.

The Centre for Career Guidance acts as the Nodal Office for coordinating and implementing all matters related to Career Guidance and Counseling. This is done in a synergistic manner through close association with the academic departments and faculty, university administration, support and inputs from external experts and of course, feedback and involvement of the students.

The outcome is a robust symbiotic system that secures and thrives on the active support and participation of all the stakeholders to ensure the spirit of Kaizen i.e. constant improvement.

Vision and Mission: The motto of the University of Science and Technology, Meghalaya is indicative of the vision which it seeks to inculcate among its students and alumni. 'Unveiling Excellence' represents in a microcosm the foundational values of the University which transcends and informs its day to day operations, its long term mission to achieve a place of pride as a world class centre of education.

The Career Guidance and Counseling activities at USTM are aligned along with the vision enshrined and espoused in the motto of the university.

On one hand, Career Guidance aspect seeks to provide the best in class training, guidance and mentoring support to the students. It aims to foster competitiveness and impart necessary skills to make an impact outside in society.

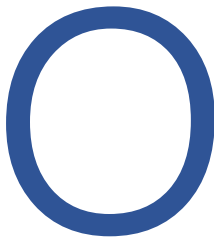
On the other hand, the Counseling aspect seeks to provide correct scientific assessment and profiling of a prospective student to enable him or her to make correct and suitable

career decisions. This handholding support through counseling is continued throughout the academic life of the student to enable him to realize his truest, full potential, cope successfully with the stress and strains of academic rigor and come out successful as a holistically competent individual.

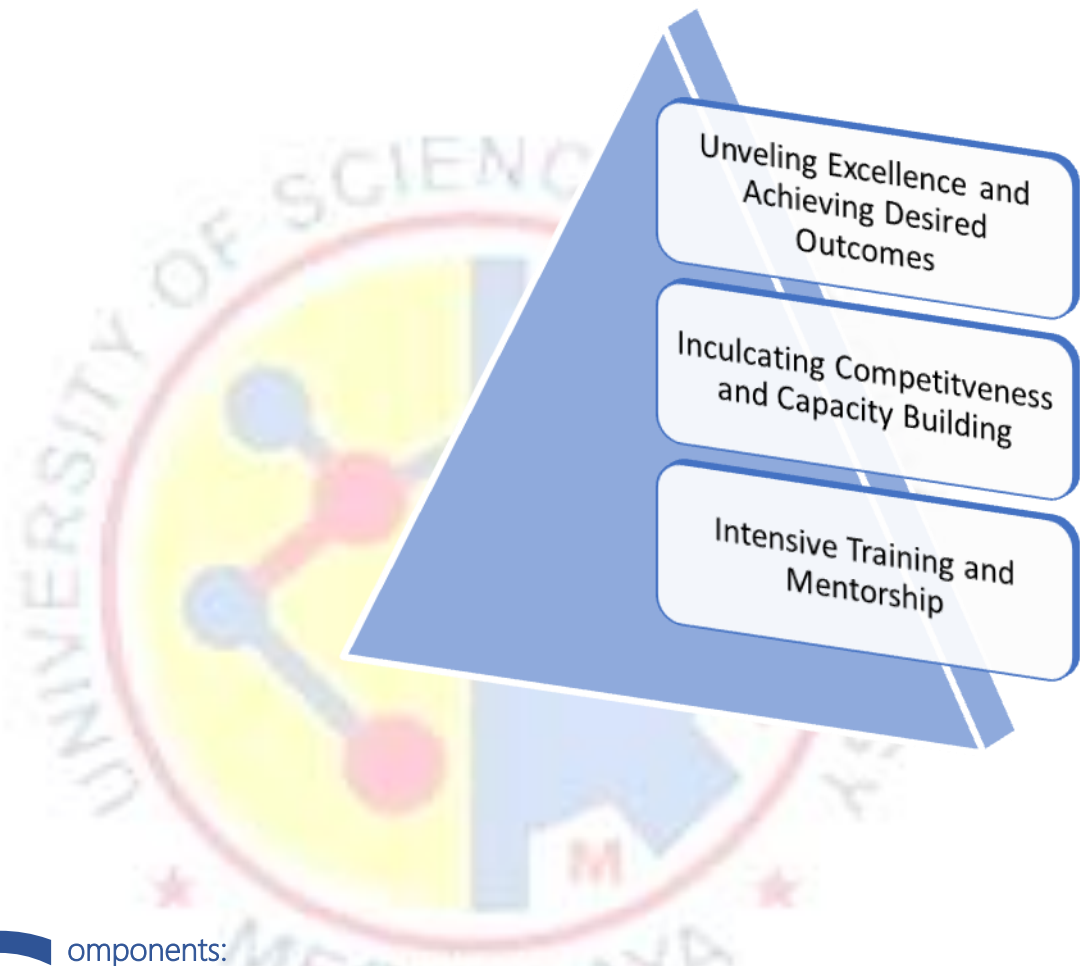
Career Guidance and Counseling Is now being seen as integral part of the University Framework and is being stressed upon by academia as well as regulatory bodies like the University Grants Commission.

The University of Science and Technology, Meghalaya is committed to adhere to the best practices and regulatory framework to ensure and instill the best competencies and robust personalities of its students, alumni and varied stakeholders to realize its vision and mission to unveil excellence.





Objectives: The University has clearly outlined objectives in respect of Career Guidance and Policy to achieve the fullest potential of the students.



Components:

The Career Guidance and Counseling Activities at the University of Science and Technology, Meghalaya are undertaken under the nodal execution of the Centre for Career Guidance. The following activities are encapsulated within the frame and scope of the same:

- Intensive Coaching for National Eligibility Test (NET)

- Intensive Coaching for Civil Services Aspirants under the Hoque-20 Programme for Union Public Service Commission, State Public Service Commission etc.
- Intensive coaching for GATE Examinations.
- Intensive Coaching for IBPS, Staff Selection Commission and related examinations.
- Coaching for other Competitive Examinations.
- Training and Placement Activities which include pre placement training, personality development and orientation.
- Counseling Activities which include pre-admission counseling and post-admission psychological counseling for academic, stress and personal management.
- Other activities which may be taken up from time to time as per the decisions of the competent authorities.

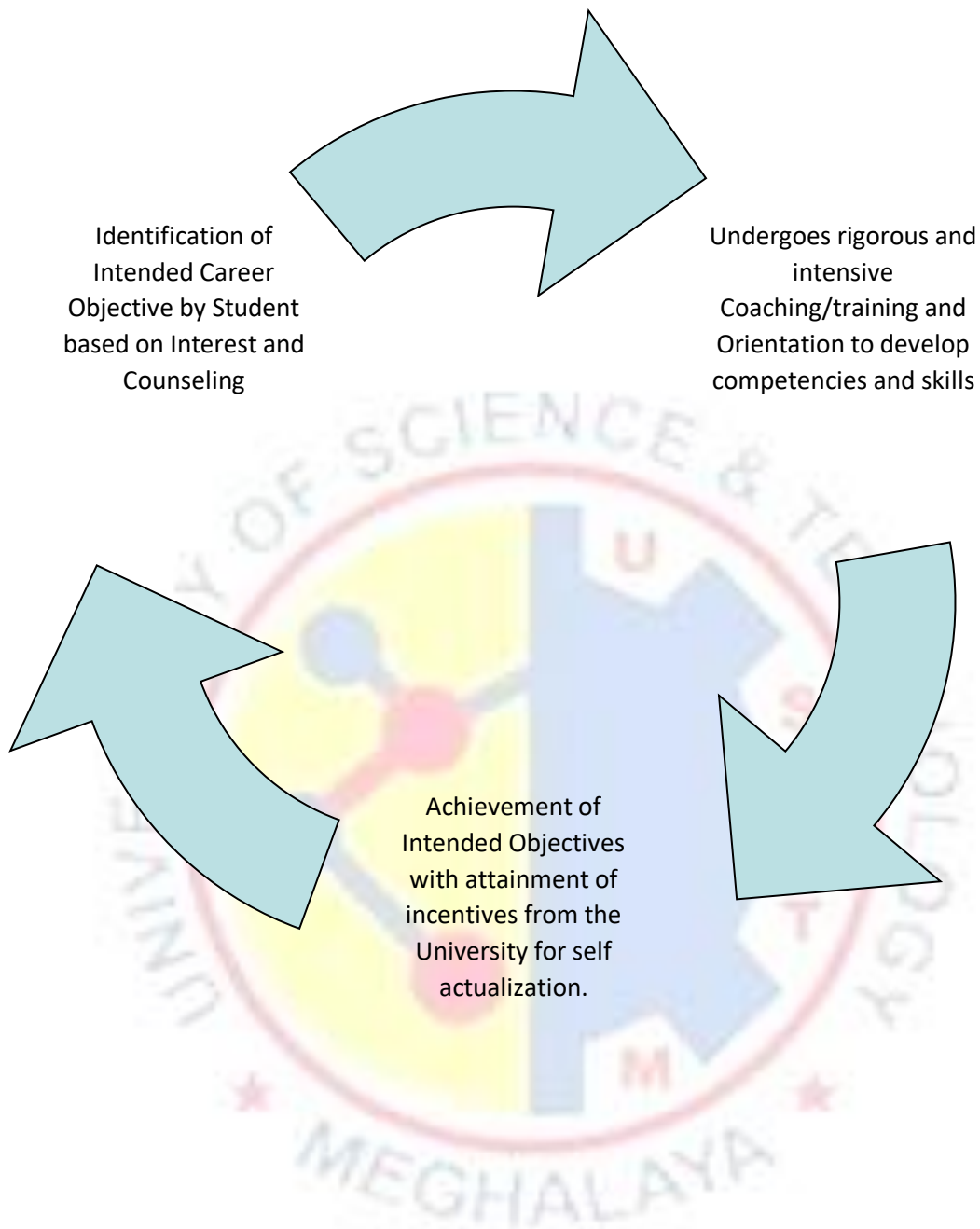
Standard Operating Procedures for Determination and Execution of Areas:

The different activities carried under the scope of Career Guidance and Counseling are executed in different ways.

From the moment a student enters the portals of USTM, the academic and administrative machinery seeks to achieve for him or her the conducive conditions for the fullest development of skills and competencies as per the interest and aptitude displayed by the concerned student. Based on his or her orientation which is determined at the time of Admission, Counseling and through his or her preference in the post Admission period, a variety of avenues are available to the students to develop their skills and competencies to develop their careers in the intended direction.

It may be mentioned that these programs seek to uphold and maintain the highest standards and develop advanced competencies among the students. It may also be worthwhile to note that these programmes are made available free of cost to the students. Additionally, attractive Payback options are made available to incentivize the students by which the entire course fee is returned back to the students upon cracking the examinations like National Eligibility Test, UPSC etc.

Unveiling Excellence



This loop of success continues perpetually with each admission cycle, making sure that the paradigm continues striving towards excellence and pursuing the vision of providing the best in class facilities and guidance to the students for their success. \

Infrastructure: The University has an excellently equipped Central Library with access to the latest Newspapers, Competitive Examination Magazines and Manuals, Books, Journals, Notes and Materials of well renowned coaching institutes and platforms etc.

Besides, the University also has well equipped Computer Lab and access to high bandwidth internet which makes access to quality e-content and learning platforms quite easy and productive.

Digital Classrooms and a well established infrastructure making imparting of knowledge and picking up of skills intuitive and efficient through efficient use of multimedia and innovative learning tools.

In addition, the University places paramount importance on involving well trained coaches, experts and faculty to provide the necessary direction and guidance to the students. As and when needed, external experts and faculty are invited to supplement the infrastructure already put in place.

NET	Students for NET Coaching are Selected through the NET Coordinators who submit the names of students desirous of availing coaching. The coaching is undertaken by in-house faculty, external experts and specialists. The main thrust of the programme is to ensure the competency development and orientation of the students
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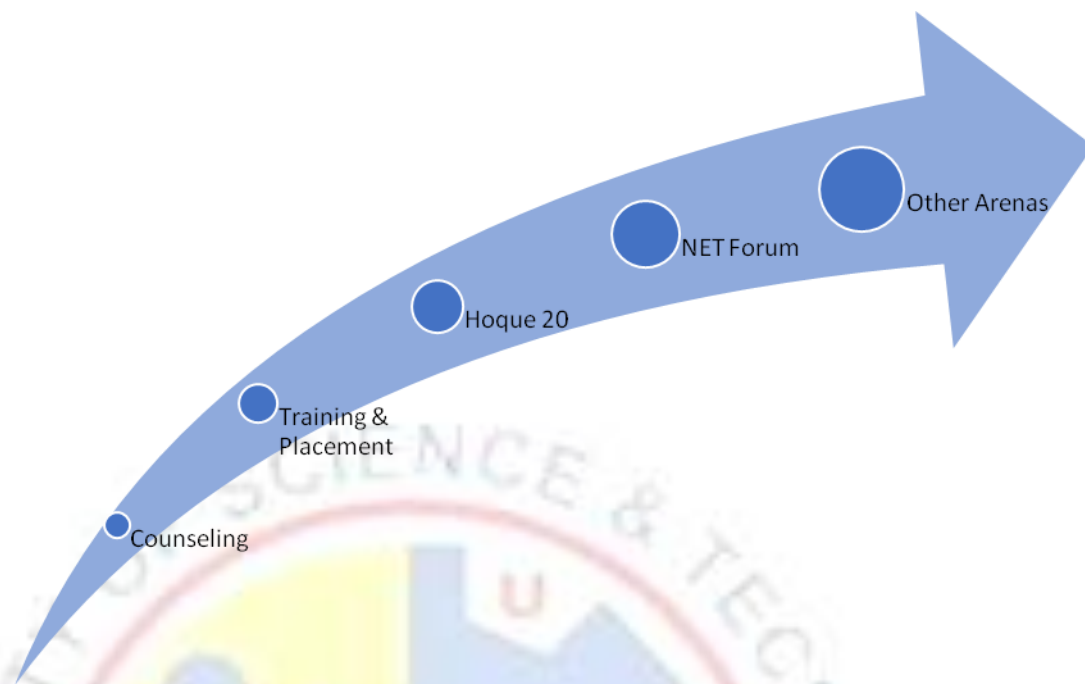
	to achieve success in the National Eligibility Test/JRF etc.
Hoque 20	The Hoque 20 is an innovative programme for in house coaching for students of the university in simultaneity with their academic courses. The classes are usually conducted after regular class hours by in house faculty and invited experts. The selection of the aspirants is undertaken through the coordinator of the programme.
IBPS, SSC	The banking, insurance examinations conducted by IBPS and those conducted by SSC such as CGL, CHSL being of a similar nature, the coaching programme for banking and SSC students is undertaken simultaneously. The main thrust of the programme is to build competencies in Reasoning, Quantitative Aptitude, English and General Knowledge besides imparting speed and accuracy.
Training and Placement	Training the Students is of utmost importance as it develops their skills and competencies in the right paradigm. The training activities are manly related to imparting of soft skills and competencies, technical knowhow and upgradation of human resources. The Placement Activities include the facilitation of all interested students for placement in relevant niches, providing sufficient scope and opportunities for networking and presenting their credentials before employers and organizations.

	<p>The Training and Placement Office of USTM proactively carries out these activities with the desired goals and objectives.</p>
<p>Counseling Activities</p>	<p>The counseling activities are mainly focused upon two prongs: pre admission and post admission counseling, the Pre admission counseling commences during the admission session when students are counseled as to what courses are best suitable to them keeping in mind their competencies and skills, aims and objectives. It is meant to provide an ideal academic avenue to the students.</p> <p>The post admission counseling activities are concerned with psychological counseling of the students to enable to handle stress, academic rigour and requirements. It mainly looks to build the capacity of the students and provide scientific advice for proper adjustment and self management besides dealing with stress etc.</p> <p>The University has a well equipped infrastructure for carrying out these activities.</p>
<p>Other Activities and training for other examinations.</p>	<p>To be determined as per the decisions of the competent authority such as training and coaching for other entrance and competitive examinations, special training sessions and others.</p>

Composition: The Career Guidance and Counseling Operations at USTM are mainly executed and carried out through a multiplicity of nodes and mechanisms. These include, *inter alia*, the NET Forum, Hoque-20 Forum, Training and Placement Division, Counseling Division, Finishing School etc.

All these focal points are administered under the umbrella of the Centre for Career Guidance and the various stakeholders, experts, mentors, faculty and support staff. The overall vision and perspective is provided and guided by the Hon'ble Chancellor of the University of Science and Technology, Meghalaya. It is executed through the Nodal Office of the Director Centre for Career Guidance, University of Science and Technology, Meghalaya

The focus of these activities have been to realize the knowledge imparted traditionally during the course of the teaching learning process, imparting of LSRW (Listening, Speaking, Reading, Writing) Skills, Soft Skills, Pre- Examination Coaching for NET, Civil Services, Banking etc.



ORGANISATIONAL CHART

Name of the Authority	Designation and Role of the Stakeholder
Shri Mahbubul Hoque	Honourable Chancellor, USTM guides and provides overall vision and mission.
Dr. Mridul Hazarika	Honourable Vice Chancellor, USTM provides policy vision, monitoring and control.
Anurag Rudra	Director, Centre for Career, Guidance, USTM is Nodal Authority to execute policy and vision.

Node	Concerned Point of Control and Execution
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National Eligibility Test (NET) Forum	<ul style="list-style-type: none"> • Convener: Dr. Mayuri Devede, Assistant Professor, Department of Physics, USTM. • NET Officer: Mr. Irfan Ziaur, Assistant Registrar, Academics, USTM.
Training and Placement (T&P) and Counseling	<ul style="list-style-type: none"> • Mr. Deepankar Bhattacharya, Deputy Director, T&P, USTM.
Hoque-20 Forum for Civil Services Coaching	<ul style="list-style-type: none"> • Coordinator: Mr. Arshad Firdous, Academic Officer, USTM
Other Activities (Banking, SSC Coaching)	<ul style="list-style-type: none"> • Coordinator: Mr. Arshad Firdous, Academic Officer, USTM
Counseling Activities	<ul style="list-style-type: none"> • Dr Alpana Choudhury, Director of Student Affairs, USTM

Intended Outcomes : It is expected that the various activities carried out in accordance with the Career Guidance and Counseling Policy shall yield rich dividends for the students as well as for the University. Through its nascent journey, the University has achieved milestones of success through the ceaseless efforts of the various stakeholders.

It is envisioned that USTM shall emerge as a centre of excellence to provide the best academic and skills based training and orientation to its students and stakeholders. To enthuse the students, the University has been successfully pursuing 'Payback Policy' to return the entire course fee to students qualifying for NET and other national examinations. It has also placed on record to give incentives and rewards to those students who successfully achieve laurels in Civil Services Examination (IAS, IPS etc) and other examinations.

It is hoped and expected that in the near future, USTM shall emerge and rightfully claim its place as a World Class University committed to unveiling the excellence of students and the society.

