

## Office-Principal

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Towards Excellence...

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## <u>Policy for Guidance for Competitive Examinations</u> <u>and Career Guidance:</u>

#### **Purpose:**

To provide a structured approach to guiding students for competitive examinations and career development and ensuring they are well-prepared for future challenges.

## Scope:

This policy applies to all students, faculty and staff involved in guiding students for competitive examinations and career development.

### **Objectives:**

- 1. Provide comprehensive guidance for competitive examinations.
- 2. Foster a culture of career development and planning.
- 3. Enhance students' skills and knowledge for future success.
- 4. Facilitate mentorship and support systems.
- 5. Encourage continuous learning and self-improvement.

#### **Guidelines:**

- 1. Identify and provide resources for competitive examinations.
- 2. Offer workshops, training sessions, and mock tests.
- 3. Establish a mentorship program with faculty and industry experts.
- 4. Conduct regular career counseling and guidance sessions.
- 5. Invite guest speakers from various industries for career talks.
- 6. Provide information on scholarship opportunities and financial aid.
- 7. Encourage students to participate in internships, projects, and research.
- 8. Develop a career development plan for each student.
- 9. Continuously monitor and evaluate the effectiveness of the guidance program.

### **Responsibilities:**

## 1. Faculty Members:

- Provide guidance and mentorship.
- Identify students' strengths and weaknesses.

• Recommend resources and opportunities.

#### 2. Swami Vivekanand Career Guidance Cell:

- Coordinate guidance activities.
- Invite guest speakers.
- Organize workshops and training sessions.

#### 3. Students:

- Actively participate in guidance activities.
- Seek mentorship and support.
- Take ownership of their career development.

#### **Evaluation:**

- 1. Regularly assess the effectiveness of the guidance program.
- 2. Gather feedback from students, faculty, and industry experts.
- 3. Make necessary changes to improve the program.

By implementing this policy, we aim to empower students with the skills, knowledge, and guidance necessary to succeed in competitive examinations and their future careers.

