

# **STUDENT CAREER COUNSELLING AND PLACEMENT POLICY DOCUMENT**



**St. Xavier's College, Burdwan**

A Jesuit Institution

(Affiliated to the University of Burdwan)

# **Student Career Counselling and Placement Committee Policy**

## **Introduction**

Student Career Counselling and Placement Committee takes initiatives to address to the problems of the students arising out of their dilemmas, anxieties and curiosities regarding their career and personal aspects. Moreover, the committee's task is to look after the placement opportunities of the students who are looking forward to join an organization after their graduation. Furthermore, the committee will guide the students regarding their persuasion of higher education. Thus, the formation of the committee will try to bring overall development of the students (*both in terms of career and psychological*) so that the future growth and mental set-up of the students gets bolstered.

## **Objectives**

The objectives of Student Counselling and Placement Committee are mentioned below:

1. To impart the students with the right knowledge and information regarding their career, jobs and other allied aspects keeping in mind their future growth and development.
2. To address to the personal problems of the students and try to eliminate the negative thought processes cropping up due to their personal problems.
3. To look after various opportunities for the students in terms of jobs so that the students who are in need of jobs after they complete their graduation can find their solace in the corporate.
4. To comprehend the psychology of the students and try to heal their psychological agonies through the help of counseling.

## **Functions**

The functions of Student Counselling and Placement Committee are mentioned below:

1. The committee will impart the students with the right knowledge and information regarding their career, jobs and other allied aspects keeping in mind their future growth and development.
2. It will address to the counselling session to the students
3. The committee will look after various opportunities providing them campus assistance, information of higher education and also provide guidance for further study examination
4. Providing support and guidance to the students who are experiencing difficulties, distress, anxiety issues.

## **Activities**

The activities of Student Counseling and Placement Committee are as follows:

1. Understanding the learning processes and improving the educational techniques and practices.
2. Empowering the students to develop better coping mechanisms, improve self-awareness, and achieve personal growth and positive changes in their lives.
3. In order to guide the students towards the right path regarding higher education and jobs.
4. Promoting overall student well-being, enhancing academic performance, and helping students develop the skills and coping strategies necessary for success in both their academic and personal lives.
5. Reducing the stigma around mental health issues by promoting awareness and advocating for student well-being within the educational institution.

### **Procedure for the Student Career Counselling and Placement Committee**

1. **Identification of Student Needs:** The committee will conduct surveys through the department Heads about needs of specific areas such as career guidance, personal counselling, placement assistance, and mental health problems.
2. **Awareness Campaigns:** Conduct awareness campaigns to inform students about the services offered by the committee and how they can benefit from them during the Orientation Programme of the college.
3. **Individual Counselling Sessions:** Provide one-on-one counselling sessions to students who require personal support and guidance. These sessions will be confidential and conducted by qualified counsellors. The students of each department should first communicate this to their respective HoDs via which they would be sent for personal counselling.
4. **Career Guidance Workshops:** Organize workshops and seminars to provide students with information about various career paths, job opportunities, higher education options, and skill development programs.
5. **Placement Assistance:** Collaborate with companies, organizations, and recruitment agencies to facilitate placement opportunities for students. This can involve organizing job fairs, on-campus interviews, and networking events.
6. **Documentation and Reporting:** Maintain comprehensive records of all activities, including student participation, outcomes achieved, and challenges faced. Prepare periodic reports to be submitted to the relevant authorities for review and evaluation.



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