

STANDARD OPERATING PROCEDURE (SOP) OF GUIDANCE AND COUNSELLING CELL



MORIDHAL COLLEGE
P.O. MORIDHAL, DHEMAJI



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PIN- 787057



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OF GUIDANCE AND COUNSELLING CELL
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The Rules and Regulations of Guidance and Counselling Cell, Moridhal College, 2002-2003 amended on **08-06-2023** and entitled as Standard Operating Procedure (SOP) of Guidance and Counselling Cell, Moridhal College. This Standard Operating Procedure (SOP) will be in force with due approval of Governing Body as guidelines for Guidance and Counselling Cell of the college for imparting various academic and career guidance, and skill & job oriented training programmes for development of personality, soft skills and employability of students.

Motto: *Learn to be*

Formation of the Cell

The Guidance and Counselling Cell (GCC) of the college is a permanent body constituted of the following officials and members selected by college authority and duly approved by GB for a tenure of three years:

- Adviser : Principal
- President : From faculty
- Vice President : Do
- Secretary : Do
- Jnt. Secretary : Do
- Members : 04 (Four) from faculty
- Student Member : 02 (Two)

Objectives

- To provide guidance to students on academic, career and mental health.
- To develop students' employability through conducting training and awareness programmes.
- To facilitate students for career information and counselling.
- To look after the functioning of cluster guidance system.
- To help students know his/her interest, ability, aptitude and opportunity.

Functions

- The Cell will organize orientation programme on the objectives, functions, and activities of the Cell among the students and teachers at the beginning of the session.
- The Cell will keep records of proceedings and minutes of meetings, financial accounts and reports of programmes conducted and submit copy of these documents to the IQAC.
- Organize awareness programmes to provide information regarding job opportunities in various fields to students and local youth.
- Facilitates career guidance and information through organizing programmes, talks, discussions and trainings to students.
- Distribute Student's Diary and monitor Cluster Guidance System, and documentation of students' allotment to Teacher mentor.
- Organising programmes for guidance on academic pursuit and mental health of students.

N.B.: The Cell may be re-constituted and/or its member(s) replaced or included by the college authority in consultation with the IQAC subject to the approval of the Governing Body as and when required.

Approved
Sachin
11/6/23
Principal
Moridhal College
P.O.- Moridhal, Dhemajli

