

# OFFICE OF THE PRINCIPAL

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## KARILOPATNA DEGREE COLLEGE, KARILOPATNA

At/Po-Karilopatna

Via-Karilopatna

Dist-Kendrapara

Pin-754223



Letter No.

Date:- 26.12.2022

Website: - karilopatnadegreecollege.ac.in & Gmail:-karilopatnadegreecollege@gmail.com

### FORMATION OF THE CAREER COUNSELLING CELL


#### OFFICE ORDER

DATE -26.12.2022

Holding Degree without any employment is meaningless. So to justify the statement that "earn while learn", Karilopatna Degree College felt the urgent need to form a "Career Counselling Cell" for providing employability facility to the students passing from the august institution. The cell will not only function for providing teaching to the students for facing interview but also to find out the right platform by which they can reach at their destinations. So considering the gravity of the need based opportunity. A "Career Counselling" is hereby formed by consisting of the following members from the session 2014-15 having sound knowledge on the aims, objective's purpose and functions of career counselling.

The cell will be held responsible for collecting advertisements ,purchasing of employment news, different English & Hindi newspapers ,keep lesioning with Employment Exchange of the district ,state & the Director of Career Counselling Cell with employment exchange of the state ,Supply of service Oriented Study materials ,conduct of coaching classes for entry into service ,keep contact with district administration for participation of the students in "Nijakti Mela" ,making collaboration with the industry and companies for campus selection and organisation of different training programmes on different aid on courses like mobile repairing ,toy making ,incense making ,phenyl making etc.

The cell is directed to keep constant contact with the principal for smooth functioning and implementation of counselling programmes for he betterment of the student in particular and the institution in general.

  
Signature of the Principal

26.12.2022  
PRINCIPAL

Karilopatna Degree College  
Kendrapara-754223

## Members of the Cell

- (1) Prof. Lalita Mohan Samantray, Principal (Chairman)
- (2) Prof. Manas Kumar Rout. (Coordinator)
- (3) Prof. Sailendra Kumar Pattanayak (Member)

## **Meeting no-1**

**Date-02.02.2022**


### Members Present :-

1. Prof. Lalita Mohan Samantray, Principal (Chairman)
2. Prof. Manas Kumar Rout. (Coordinator)
3. Prof. Sailendra Kumar Pattanayak (Member)

A meeting of the Career Counselling Cell is held on dt 02.02.2022 at 2:00 Pm in the office chamber of the principal to discuss about the successful implementations of the plans and programmes taken for the benefit of the students. After thorough discussion it is unanimously resolved that:-

1. Separate room will be provided to the cell with a computer printer and other necessary equipment.
2. A board will be placed for exhibiting on the advertisements published for different sections.
3. Step will be taken to purchase service-oriented books & magazines
4. Students will be counselled on regular intervals regarding the importance of employment after the completion of course.
5. The DIC and Bank Manager of Nationalized bank will be invited to the college for convincing the students about establishment cottage industry and availability loan facilities.
6. Forms and Prospectus for each post will be supplied to the students on behalf of the college.
7. The cell will help the students to fill up the forms, making of draft or submit the form through online form the internet of college.

The meeting is enclosed with vote of thanks to the chair and as well as members present in the meeting.

  
**Signature of the Principal**  
**02/02/2022**  
Karilopatra Degree College  
Kendrapara-754223

**Meeting no-2**

**Date-30.04.2022**


**Members Present :-**

1. Prof. Lalita Mohan Samantray, Principal (Chairman)
2. Prof. Manas Kumar Rout. (Coordinator)
3. Prof. Sailendra Kumar Pattanayak (Member)

A meeting of the Career Counselling Cell is held on dt. 30.04.2022 at 2:30 Pm in the office chamber of the principal to discuss about the successful implementations of the plans and programmes taken for the benefit of the students. After thorough discussion it is unanimously resolved that:-

1. The training programmes on different aid on courses like incense making, Phynle making, toy making, food processing and Sobai grass product will be conducted frequently in the college by the trainers. The Principal is requested to make procession of necessary funds for purchasing materials required for the purpose.
2. As the college is located in the rural area so basic necessary step may be taken to purchase one or two machine for sobai grass products so that within a period of three years a student can be trained properly to manage and maintain the small cottage industry on sobai grass product.
3. At present the **Govt. of Odisha** has sanctioned funds to SHG groups in rural areas to undergo different food processing units for their livelihood. So different training programme on food processing like mixture preparation, Pumped preparation, fried rice preparation etc. may be provided in our institution level by which after passing from the college students may be able to self-employed. By adopting any programme with the financial help of the govt.

The meeting is enclosed with vote of thanks to the chair and as well as members present in the meeting.

  
**Signature of the Principal**  
**30.04.2022**  
**PRINCIPAL**  
Karilopatna Degree College  
Kendrapara-754223

**Meeting no-3**

**Date-01.06.2022**


**Members Present :-**

1. Prof. Lalita Mohan Samantray, Principal (Chairman)
2. Prof. Manas Kumar Rout. (Coordinator)
3. Prof. Sailendra Kumar Pattanayak (Member)

A meeting of the Career Counselling Cell is held on dt.01.06.2022 at 2:30 Pm in the office chamber of the principal to discuss about the successful implementations of the plans and programmes taken for the benefit of the students. After thorough discussion it is unanimously resolved that:-

1. Considering the present position of the service sector it was decided to purchase more service-oriented books special on Banking, Railway & SSC and army for providing both the passout and present students to prepare for the service.
2. As now the completion for different post is cut through one so it was decided to make our students more competitive mind spoken English and group discussion classes will be arranged by the experts in the field.
3. The Co-ordinator, Career Counselling Cell of the Institute will be requested to inform our college for participation in the campus selection programmes as & when organized by the university .Further it was decided that the in charge of career Counselling Cell of the College will take initiative to register the names of more and more students (both passout and present) of our college in the district & state employment exchange so that students can be easily informed about different sectors.
4. It is further decided to arrange remedial coaching classes for entry into service in the college with the help of expert from some leading service training institutes of the district so that the student will be enable themselves to face both written & vice versa more efficiently.
5. Steps will be taken to purchase at least one more English & Hindi newspaper for Career Counselling Cell only. So that more advertisements can be available for exhibition on the display board.

The meeting is enclosed with vote of thanks to the chair and as well as members present in the meeting.

  
**Signature of the Principal**  
**01.06.2022**  
Karilopatna Degree College  
Kendrapara-754223