



OFFICE OF THE PRINCIPAL Accredited B++ by NAAC with CGPA 2.8(2024)
KALIABOR COLLEGE

(Affiliated to Gauhati University, UGC recognized)
P.O. - KUWARITOL - 782137: NAGAON: ASSAM

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Dated: 12/03/2025

Career Counselling and Placement Cell

Formation of Career Counselling and Placement Volunteer Group (CCPVG)

Date- 12-03-2025

(This policy document spans pages 1 to 4)

As per Resolution No. (1) of the Career Counselling and Placement Cell (CCPC) meeting held on 06-03-2025, it was decided that a Career Counselling and Placement Volunteer Group (CCPVG) be established at Kaliabor College. The details of the CCP Volunteer Group are as follows:

Commencement

This policy shall come into force from the date of official publication (12-03-2025)

Definition

1. **CCPC**

CCPC here means Career Counselling and Placement Cell, a cell, constituted by the College.

2. **Chairperson**

The Principal of the College is the Chairperson of the Career Counselling and Placement Cell.

3. **CCPV Group (CCPVG)**

A dedicated team of student volunteers who will actively contribute to the planning, coordination, and execution of career counselling and placement-related activities in the college.

4. **Student Volunteers**

Student Volunteers refer to both current students and alumni of the college who have joined the Volunteer Group.

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5. **CCPV**

CCPV here is a Career Counselling and Placement Volunteer. A Career Counselling and Placement Volunteer (CCPV) is a student volunteer from the H.S, Undergraduate, and Post-graduate programmes from **academic streams** who will work under the CCPC.

6. **Academic Streams**

The academic streams refer to all the different educational disciplines under which students can enroll.

Structure and Composition of CCP Volunteer Group

1. The group will comprise of students from all the different educational disciplines under which students can enroll, ensuring equal representation and a diverse skill set.
2. It will be open for alumni as well. Interested alumni can also be a part of this group.

Announcement & Selection

1. The Coordinator of CCPC will issue an open call for volunteers. Interested students can apply through the Placement Officers of Arts, Science, Commerce, and Vocational streams.
2. After receiving approval from the Chairperson of the Cell, the final list of selected volunteers will be announced.
3. In case of many applications, the **Career Counselling and Placement Cell** may establish a set of standard selection criteria. Such criteria shall be clearly defined and communicated to all applicants in advance to ensure transparency in the selection process.

Continuity & Replacement

In case of vacancies due to graduating volunteers or other reasons, new members will be inducted to maintain a consistent team.

Dissolution

The Chairperson of the Cell holds the authority to dissolve the CCPVG if necessary.



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Volunteer Exit

If a volunteer wishes to exit after joining, they must apply to the Chairperson through the Coordinator of the Career Counselling and Placement Cell.

Disciplinary Action

If any misconduct is found, the coordinator may propose the removal of a volunteer to the Chairperson, who will make the final decision.

Roles and Responsibilities of CCP Volunteers

1. Volunteers will act as a bridge between the student community and the Career Counselling and Placement Cell (CCPC), facilitating smooth communication and awareness.
2. Volunteers will actively participate in planning, execution, and implementation of various programs, workshops, and initiatives undertaken by the CCPC.
3. Volunteers will engage in peer guidance by assisting fellow students in career-related queries, placement preparation, and skill development.
4. Volunteers will help in promoting CCPC activities, ensuring maximum student participation in career counselling sessions, placement drives, and training programs.
5. Volunteers may assist in collecting, managing, and maintaining placement records, student queries, and feedback related to career services.
6. Volunteers may coordinate with alumni and industry professionals for networking sessions, guest lectures, and career guidance programs.
7. Volunteers may contribute to outreach initiatives, career awareness campaigns, and skill-building programs for students from disadvantaged backgrounds.
8. Volunteers will help in sharing internship and job opportunities with students and guiding them through the application process.
9. Volunteers will assist in arranging logistics, venue setup, and other organizational aspects of career counselling events and placement drives.
10. Volunteers will contribute ideas and feedback to improve the efficiency and impact of CCPC programs and services.



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Benefits

1. Volunteers will receive certificates recognizing their contributions to the Career Counselling and Placement Cell (CCPC)
2. Volunteers will have the opportunity to actively engage in various initiatives and programs organized by the CCPC.
3. The cell may assign volunteers to different community outreach initiatives, allowing them to contribute meaningfully to social and professional development projects.
4. Volunteers may seek support from the CCPC for participation in academic, co-curricular, and extracurricular activities at external institutions.
5. Volunteers will gain valuable skills in leadership, communication, event management, teamwork, and problem-solving, enhancing their overall professional growth.
6. By working closely with faculty, industry professionals, and peers, volunteers can build a strong professional network that may aid in career advancement.
7. Active volunteers may receive preference in career guidance sessions, placement drives, and internship opportunities facilitated by the cell.
8. Volunteers might be linked to various internship programs as part of the academic curriculum.
9. Exceptional volunteers may receive letters of appreciation.

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Principal
Kaliabor College

Dr. Pradip Mochahary
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Kaliabor College
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