



NATIONAL COLLEGE OF AYURVEDA & HOSPITAL

A COMMITMENT TO COMMUNITY

Affiliated by: Shri Krishna Ayush University, Kurukshetra

Approved by: NCISM, Ministry of Ayush (Govt. of India)

Address: 
Dhani Garan Road
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Institute ID - AYU0389

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STANDARD OPERATING PROCEDURE

STUDENT SUPPORT, CAREER GUIDANCE AND PLACEMENT CELL

ROLES AND RESPONSIBILITIES

Student Support cell, Career Guidance and Placement Cell endeavors for the holistic development of every student in the campus so that they can serve their community, society and motherland. It is designated to function as a focal point for solving students' problems related to studies and discipline. Students can approach the facilitator on a one-to-one basis to enhance their academic performance.

STUDENT SUPPORT, CAREER GUIDANCE AND PLACEMENT CELL at our college serves as a pivotal resource for students navigating the complex landscape of career choices. Committed to fostering informed decisions, the cell provides personalized guidance, aptitude assessments, and career-oriented workshops. Staffed with experienced teachers, it offers valuable insights into diverse medical professions, Ayurvedic trends, and educational paths. Whether exploring potential majors or preparing for Post-Graduation, the cell equips students with the tools and knowledge needed for a successful transition from academia to the professional world. With a focus on holistic development, it empowers students to make informed choices aligning with their skills, interests, and aspirations.

OBJECTIVES:

1. **Individualized Career Counselling:** Provide personalized counselling sessions to students, addressing their unique skills, interests, and aspirations.



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- Career Exploration:** Facilitate exploration of various career oriented workshops options and emerging trends health industry to help students make informed decisions.
- Skill Assessment:** Conduct aptitude tests and skill assessments to identify and enhance students' strengths, guiding them towards suitable career paths.
- Professional Development:** Offer workshops and training programs to enhance students' employability skills, including resume building, improving their skills through various add on courses and networking.
- Internship and Job Placement Assistance:** Assist students in screening of patients in medical camps conducting during internship and job placements by connecting them with relevant opportunities in medical institutions and hospitals and providing guidance on application processes.
- Educational Pathways:** Guide students in choosing appropriate academic paths, including postgraduate studies, certifications, and other educational pursuits.
- Continuous Support:** Establish an ongoing support system for students, helping them navigate career decisions throughout their academic journey and beyond.
- Networking Opportunities:** Facilitate interactions between students and professionals, alumni, or medical field experts through networking events, seminars, and mentorship programs.
- Promoting Lifelong Learning:** Encourage a mind-set of continuous learning and adaptation to prepare students for the evolving demands of the professional world.

MECHANISM:

The mechanism of a STUDENT SUPPORT, CAREER GUIDANCE AND PLACEMENT CELL involves a structured approach to providing comprehensive support to students. Here's an outline of the typical mechanisms:

The 5 Elements
Earth Air Water Fire Space



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1. Needs Assessment:

- Continuously interact with students to understand the specific career-related needs and concerns of the students.

2. Resource Development:

- Compile a repository of career-related resources, including information on various medical professions, educational programs, and skill development opportunities.

3. Counselling Sessions:

- Offer various counselling sessions where trained counsellors assess individual strengths, interests, and aspirations to provide personalized guidance.

4. Workshops and Seminars:


- Organize workshops and seminars covering topics on clinical and pharmacological practices, networking, and hands on practical training to enhance students' employability.

5. Skill Assessments:

- Administer aptitude tests, personality assessments, and skill evaluations to help students identify their strengths and areas for improvement.
- Student support ,Career Guidance and placement cell comprises of following faculty members who remain engaged throughout the scholastic year.

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Director
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STANDARD OPERATING PROCEDURE

MENTORING COMMITTEE

ROLES AND RESPONSIBILITIES

Mentor-Mentee Programme Policy

Following are the guidelines for the Mentor- Mentee programme:-

- Coordinator of the Academic Committee of the institute chaired by Principal of the National College of Ayurveda, Barwala, Hisar will monitor the Mentor- Mentee programme for successful implementation of the program to achieve the ultimate goal.
- Nodal Officer assigned by the Academic Committee will look after assignment of the mentee to the mentor.
- Dean/ Director/Principal of the National College of Ayurveda, Barwala, Hisar will appoint the teacher of the program of specific professional year for the students of that profession year.
- The ratio of the mentee: mentor will be as per the ratio of total students of that professional year: teachers teaching the students of respective professional year students.
- In the starting of the academic year, mentees will be allotted mentor by Academic Committee (Co-ordinator/ Nodal Officer) and the tenure of the mentor mentee will be up to completion of that professional year.

The mentor- mentee program

- a) Students shall be assigned to Mentors (Teaching faculty) right from the first year of the programme.
- b) A mentor shall have a reasonable number of students as Mentees.

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- c) The mentees preferably (may not be possible in some cases) be attached to the same mentor for the entire duration of the programme of study.
- d) The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy or in the software, if available. The details about each mentee will be recorded and periodically updated in the system.
- e) The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institute/department for providing further motivation to advanced/gifted learners.
- f) The mentor shall also identify the students whose performance/attendance is poor. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behaviour. If required the mentor will involve the parents, head of the department or the Director/ Principal for reforming the student.

Areas of Review

Attendance:

The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up actions with regard to students who do not meet the attendance norms of the University.

Academic activity and other non-Academic activity:

The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term end examination and help the mentee through counselling or by arranging remedial teaching, if necessary.

- a) Behavioural and discipline matters
- b) Health and physical well being
- c) Achievements, talents and co-curricular activities
- d) Maintain records of each mentee



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Mentor Preceptor

Mentoring is a method of supporting students to improve their learning and leadership skills, motivating them towards their future career development. With this in-mind the college has introduced, a mentorship programme. Where in the faculty members are given responsibility so that they meet the students to listen their issues and guide them on their overall development. As mentoring is an opportunity to learn from someone who has already succeeded in the field.

Objective of Mentoring

- To monitor academic performance of students
- To make sure that students attend their classes regularly
- To guide students in feeling more connected to campus & their educational goals.
- To help students realize his strength and weakness, helping them to have better understanding of the environment of Ayurvedic Field
- Providing them opportunity to acquire more insight into their behaviour and analyse the dynamics of such behaviour.

Mentors are requested to do / undertake

- Introduce and discuss the concept of mentor-mentee system with the assigned mentees to provide reliable and comprehensive support system to students.
- To motivate and Support students academically and emotionally.
- Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of a student and discuss with them the complete schedule of future meetings.

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4. Keep a track of the attendance, academic performance and behavioural aspects of the student by interacting with the exam department and the hostel authorities etc.
5. To systematically record, their meetings in the mentors reports in provided at online platform.
6. To inform parents of mentees about their progress of Academic performance, attendance and physical and mental well-being and also Behavioural and discipline matters if necessary.
7. To encourage the student or mentee to maintain the minimum of 80% attendance and to inform parents if necessary.
8. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required to guide students and to arrange the remedial teaching, if required.

Dhruv

Director

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