

# **Rules & Regulations**

## **for**

# **Career Counselling & Development Centre**

## **University of Rajshahi**

**Preamble:** Employability is a major concern in education these days; it is not enough to have good knowledge in the respective fields of academic disciplines, it is equally important to have some other qualities that employers value, as employability rate of graduates is one of the important yardsticks for measuring success of a university/Institute of higher education in recent times. Some rather non-academic but important qualities and skills needed for job search are writing good CVs and covering letters, taking/facing interviews smartly, presentation, systematic search of job advertisements at home and abroad, leadership qualities, team spirits and the right kind of mind set, among others, for which some extra trainings by experts, entrepreneurs and employers from different professional sectors, for example, the business entrepreneurs and executives, bankers, top executives of Cell companies, industries, government cadre services, NGOs, Multinational Companies and so on are needed.

It is for this reason that, along with imparting quality education in different fields of study, helping students with career planning and career placement has emerged as an important focus of the universities and institutes of higher education these days. It is a fact that most of the graduating students, 4<sup>th</sup> year Honours and Master's students, are anxious about finding a suitable employment after their graduation, as they feel that they need to earn for themselves and, in most cases also for their families, after graduation. Considering these realities, many universities of the world, including some in Bangladesh, have very active career Counselling /development centres to help their graduating students with insights and skills to explore and find suitable jobs, and train them in the basic skills required for success with jobs after they are employed. The University of Rajshahi also feels an urgent need for such a centre to help its graduates with their job search, job placements, and basic job skills.

**Name of the Centre:** The Centre shall be called **Career Counselling & Development Centre (CCDC)**.

**Vision:** Increasing employability potentials of students by facilitating opportunities and training skills for job search. Graduating (4th Year and Master's) students of Rajshahi University shall be equipped with knowledge and skills for job search, job placements and job performance so that they are employed in different professional sectors at home and abroad and can make significant contributions to the development, progress and prosperity of the country and of the world as a whole.

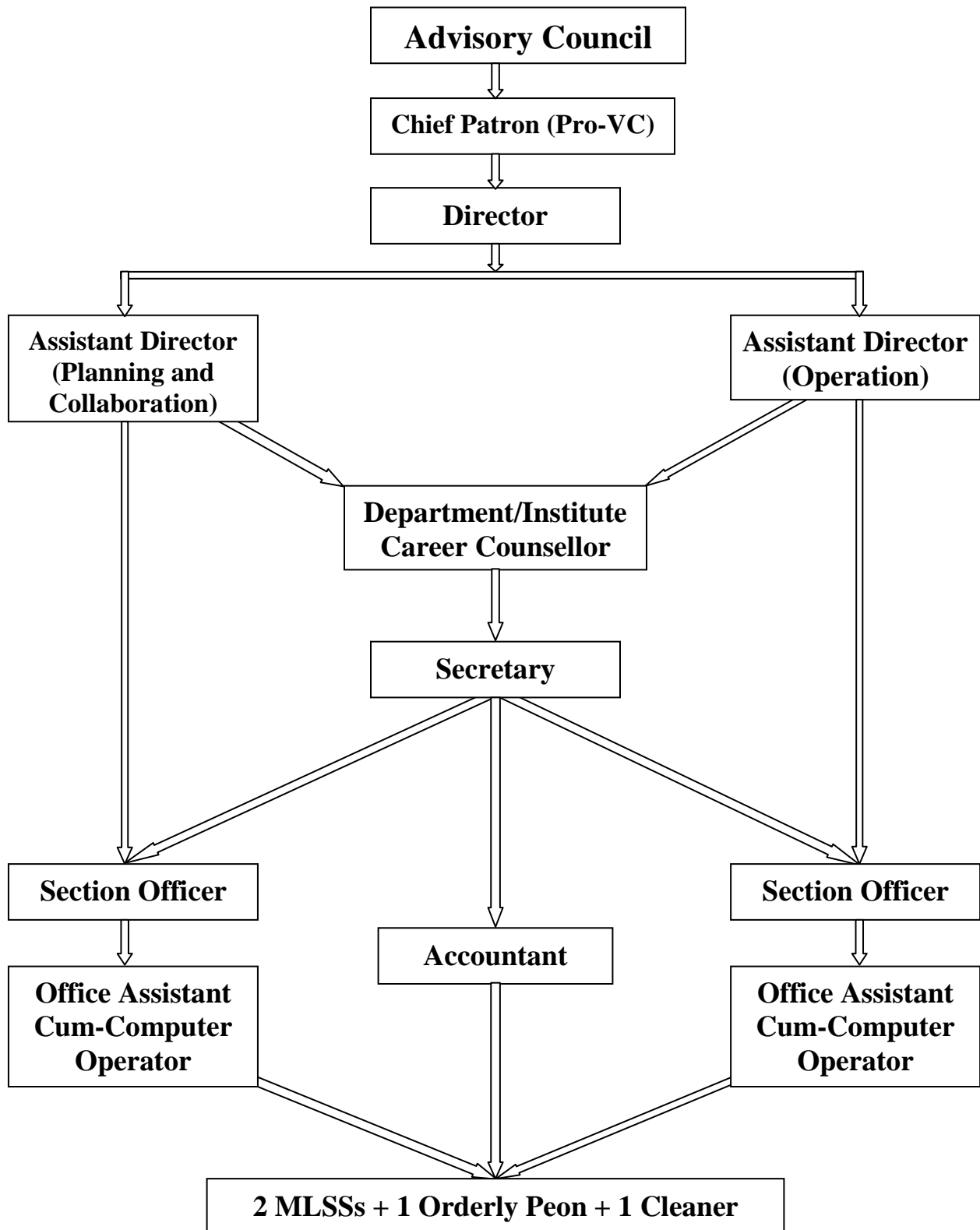
**Mission: The mission of the Career Counselling & Development Centre includes:**

1. Making recent advertisements from print and electronic media and from different job sites easily accessible to students through regular postings on **Vacancies Board** (Placed in front of the CCDC Office) and CCDC website.
2. Training students for developing their skills of writing effective job application with CV covering letter, facing interviews and giving presentation which are some of the important prerequisites for all job seekers of the time.
3. Training students for developing skills and qualities needed for success in professional life, for example, leadership quality, team spirit, decision making, building rapport with colleagues, interpersonal relationship, time and work management, office etiquette etc.
4. Training the moral and behavioural norms, ethics and etiquette of professional life.

**Activities:**

- 1) Posting job advertisements (from print and electronic media and from different job sites at home and abroad) on the **Vacancies Board** (placed in Front of the Office) and **CCDC website**.
- 2) Training learners with skills for job search and lifelong success in different professional sectors.
- 3) Arranging workshops and training sessions for training learners to write job applications, CV and covering letter and for job interview and presentation skills and basic skills required for professional success.
- 4) Arranging part time jobs, and internships for students in different work sectors.
- 5) Arranging lectures/talks by local, regional and international employers and professionals on job opportunities, job search and job skills.
- 6) Arranging visits of employers for on-campus interviews and recruitments.
- 7) Arranging job fair at least twice a year to facilitate direct interaction between students and employers and facilitating on-campus recruitments during the job fairs.
- 8) Providing constant Counselling about job search and job placements.
- 9) Coordinating works of the different student career clubs on the campus.
- 10) Entrepreneurship development training.
- 11) Maintaining and updating databases of students applying for and seeking jobs and also of the advertisements from different sources.
12. Maintaining database of graduates finding internship and jobs through the centre.

# ORGANOGRAM OF THE CENTER



## **Advisory Council**

The centre shall have an Advisory Council constituted of

1. The Vice Chancellor: Chairman
2. The Pro-Vice-Chancellors: Members
3. Deans of the Faculty-1 nominated by the VC: Member
4. Directors of the Institute-1 nominated by the VC: Member
5. Director of CCDC—Member Secretary

**Advisory Council Meetings:** There shall be at least 2 meetings a year. The meetings will be chaired by the Vice-Chancellor and Chairman of the CCDC Advisory Council. All policy decisions and financial matters shall have to be approved by the Advisory Council before forwarding them to Syndicate, or Finance Committee, or both. Half of the members shall form the quorum for meetings.

**Chief Patron:** Honourable Vice Chancellor will nominate a Pro-VC as the chief patron of the CCDC who will oversee the activities of the CCDC.

## **Director & Employees:**

The day-to-day activities of the Centre shall be run by some permanent officers and staff and by teachers appointed as Director and Assistant Directors. Details of staffing will be as follows:

1. **Director:** Chief executive.
2. **Assistant Directors:** Two.
3. **Secretary (with the rank of Deputy Registrar):** One.
4. **Section Officers:** Two.
5. **Accountant:** One.
6. **Office Assistant-Cum-Computer Operator:** Two.
7. **MLSS :** Two.
8. **Orderly Peon:** One.
9. **Cleaner:** One.

**Honorarium and Salary:** Honorarium of the Director and Assistant Directors, and salary of the officers and staff will be as per the rules of the University of Rajshahi.

## **Appointment of the Director**

The Director shall be appointed by the Vice-Chancellor for a period of three years from amongst the Professors of the University, with experience of administrative works in similar fields.

### **Duties and Responsibilities of the Director**

The Director shall be the chief executive responsible for overall management of the Centre, for planning and managing annual and day-to-day activities of the centre mentioned above, preparing budget and monitoring expenditure and maintenance of accounts with the help of accountant, Secretary and other officers. S/he shall liaise with the Deans, Directors, Department Advisors, students, resource persons, and employment/professional sector leaders. S/he will be assisted by the Assistant Directors, officers and staff of the Centre for all his/her activities. The Director shall be liable to the Advisory council through the chief patron.

### **Assistant Directors, their Appointments, Duties and Responsibilities**

Assistant Directors shall be appointed by the Vice chancellor from amongst the Associate Professors of the University for a period of three years. They will assist the Director in planning annual and day to day programmes and activities, and also annual budget of the Centre.

**Assistant Director (Planning and Collaboration):** Shall be responsible for planning, exploring and establishing links with employers, and placement of students for part time jobs, and internships. He/She shall be responsible for career planning, exploration and employer relations, Placement of students for jobs and internships. His/her detailed functions will include:

1. Exploring wide range of employment and internship opportunities for students of all disciplines.
2. Establishing and maintaining links with employers.
3. Collecting, with the help of officers and staff, job advertisements from print and electronic media and also from job sites, and arranging to post those on the **Vacancies Board** and **CCDC website**.
4. Collecting student CVs and placing those as and when opportunities come to potential employers for recruitment.
5. Arranging placement of students for part-time jobs with NGOs and Corporate sectors.
6. Advising students regarding negotiation of offers, ethical and professional conduct..
7. Surveying market demand and coordinating between the market demands and curriculum design of the departments by offering written suggestions to respective departments through the Department representatives.
8. Arranging job fairs and on-campus interviews and recruitments by employers
9. Other duties as and when required.
10. Assist the Director in all activities of the Centre.

**Assistant Director (Operation):**

Shall be responsible for arranging and managing training, workshops, seminars, symposiums and talks/lectures by employers and senior executives of different professional sectors. His/her detailed duties and responsibilities shall include:

1. Arranging training sessions, and workshops, in consultation with the Director and Assistant Director-1. S/he shall arrange a talk every month or one every 2 months, for 50 100 students in each group.
  - a) Searching/exploring job opportunities/advertisements
  - b) Writing effective CV and covering letters
  - c) Preparing students for taking Interview and appropriate norms of behavior for interview.
2. Arranging talks (one every month/one in every 2 months) by employers/ senior executives from different sectors on job opportunities, job preparation and recruitment process in their respective professional sectors like Business firms, industrial sector, cell companies, civil service, public and public banks.
3. Co-ordinating and corresponding with the departments for training/workshops.
4. Assisting the Director in all activities of the Center.

**Career Counsellor from the Departments/Institutes**

Academic committee of each department and Institute Committee of each institute shall nominate one of its faculty members as career counsellor for the department to work with the CCDC. S/he shall attend meetings of the centre, and co-ordinate with the Director and Assistant Directors about the job fields, opportunities and recruitment processes and possible contacts for recruiters for their respective departments.

**Secretary**

The Secretary shall be responsible for overall co-ordination of the office works, and overall maintenance of financial matters assisted by an Accountant. He/She will act as an assistant of the Director of CCDC and will obey the duties and responsibilities prescribed by the director. His or her rank and honorarium will be same as the Deputy Registrar of the university.

**Accountant**

The Accountant shall help maintain accounts and balance and shall be guided and supervised by the Secretary and Director. The accountant will be responsible for running financial activities of the office. He or she will responsible to the Director for his or her duties. His or her rank and honorarium will be same as the Assistant Registrar of the university.

**Section Officer (2 positions)**

Section officer-1 shall work for planning, exploring, and placement of jobs and internships under Assistant Director-1, and Section officer-2 shall be responsible for organizing training, workshops, seminars, symposiums and talks under the guidance of Assistant Director-2. The Section Officer will be responsible for running desk and daily administrative activities of the office. He/she will perform desk jobs as instructed by the secretary. He or she will be responsible to the Director for his or her duties.

**Office Assistant-cum-Computer Operator (System support specialist (IT))**

One will work for Section Officer 1 and Assistant Director 1, and the other will work for Section Officer 2 and Assistant Director 2. The Office assistant-cum-computer operator will be directly connected with the director and will obey the duties and responsibilities prescribed by the director. In addition, he or she will run computer related activities (print, type, photocopy, e-mail, etc) prescribed by the secretary/ accountant/section officers. His or her rank and honorarium will be same as the computer operator of the university.

**MLSS**

Honorarium and duties as prescribed by the rules of the university.

**Orderly Peon**

Honorarium and duties as prescribed by the rules of the university.

**Cleaner**

Honorarium and duties as prescribed by the rules of the university.

**Selection Committees for Direct Appointment**

**1. For Appointment of Officers**

- Vice- Chancellor: Chairman
- 1 Pro-Vice Chancellor, nominated by the Vice Chancellor--Member
- 1 Syndicate nominee--Member
- 1 Dean nominated by the Vice-Chancellor --Member
- Director of the Centre—Member Secretary

**2. For Appointment of 3<sup>rd</sup> and 4<sup>th</sup> Class Employees**

- Director of the Center—Chairman
- 1 Assistant Director of CCDC nominated by the Vice-Chancellor—Member
- 2 Members of the Advisory Council nominated by the Vice Chancellor—Member
- 1 Member of the Syndicate nominated by the Vice-Chancellor—Member

### **Requirement of Infrastructure facilities (Total 03 Rooms)**

- ✚ One wide range room for directors with sub-division by Thai Glass.
- ✚ One office room
- ✚ One conference room with multimedia and other digital facilities.
- ✚ Database software
- ✚ 9 Desktops Computers and other electronics equipment
- ✚ Furniture and other office equipment

### **Yearly Operation Cost**

Initial office expenses

### **Contact Details:**

- Number** : +88.....  
**Fax** : +88.....  
**Website** : www.....  
**E-mail** : .....@ru.ac.bd  
**Address** : University of Rajshahi, Rajshahi-6205, Bangladesh.

### **Financial Rules:**

1. Unless otherwise determined by the Syndicate, the financial rules of Rajshahi University shall apply to the Center.
2. Subject to the approval of the Chairman of the Advisory Council, Finance Committee and the Syndicate, the overall financial authority of the Center shall rest with the Director who will operate all the accounts of the center jointly with the Secretary.
3. The Director shall prepare the budget of the Center with the help of the Assistant Directors and the Secretary and submit it for approval of the Advisory Council, Finance Committee and the Syndicate.
4. (a) The Director shall have the power to sanction expenditure not exceeding Taka 10,000.00 (Ten Thousand).  
(b) Sanction of the Chairman, Advisory Council shall be necessary for expenditure above Taka 10,000.00 except for salary bills which shall be signed by the Director irrespective of the amounts involved.
5. The Director can draw upto Tk. 5000.00 with his/her own single signature on the cheque but for amounts above Tk. 5000.00, the Director and the Secretary have to sign the cheque jointly. The Secretary can draw upto Tk. 1000.00 with his/her own single signature on the cheque.



6. The Director shall have the power to sanction T.A.; D.A. and other Allowances as admissible under the University rules, except for the T.A. and D.A. bills of the Director him/herself which shall require the approval of the Chairman of the Advisory Council.
7. There shall be a Permanent Advance of Taka 5,000.00 to meet the incidental expenses of the Center. It shall be a “Revolving Fund” and will be operated by the Secretary of the Center. The month’s expenditure under permanent advance shall not ordinarily exceed Taka 5,000.00 and that the amount spent on a single item shall not exceed Taka 500.00.
8. The Secretary shall ensure that accounts are properly and regularly maintained.
  - (i) He/she shall ensure that the books of accounts are kept up to-date.
  - (ii) He/she shall examine all bills and satisfy himself before signing them.
  - (iii) He/she shall answer all audit queries and objections.
  - (iv) He/she shall note the admissibility of leave applications and shall maintain a leave account of the employees of the Center.
9. The account of the Center shall be subject to pre-audit and post-audit by the Government auditors attached to the University.
10. Bank Accounts: The Center will have a bank account jointly operated by the Director and the Secretary.
11. The Centre can receive funds and supports from university alumnus and external donors, national and international, subject to the approval of the Advisory Council, Finance Committee and the Syndicate.