
LEARNING AND CAPABILITY

Career Counselling / Guidance Cell

WHAT THIS INSTITUTION IS

A career counselling or guidance cell is a unit – usually a room with a designated coordinator – inside a college, school, or employment office that helps students make informed choices about courses, careers, competitive exams, and further education. The University Grants Commission (UGC) mandates that every affiliated college have a Career Counselling Cell. Under National Education Policy (NEP) 2020 and Samagra Shiksha, Block Resource Centres (BRCs) are to have one Academic Resource Person (ARP) for Career Counselling per block, providing cluster-level career guidance to schools at least once every 15 days. At the employment exchange level, Model Career Centres (MCCs) have dedicated counselling rooms. This is not a standalone institution – it is found inside other institutions.

WHY THIS MATTERS TO YOU

If you are choosing between streams after Class 10 or 12, confused about which competitive exams to prepare for, or looking for information on scholarships and job opportunities, a career counselling cell is where you should be able to get guidance for free.

**GOVERNANCE**

LAW / POLICY	SCOPE
UGC Guidelines for Career Counselling Cells	Mandate a cell with coordinator and committee in every affiliated college
Central Board of Secondary Education (CBSE) Affiliation Bye-Laws, 2018, Clause 2.4.12 (as amended by CBSE Circular 02/2026 dated 19.01.2026)	Every CBSE-affiliated secondary / senior-secondary school to appoint (a) one full-time Counseling & Wellness Teacher (Socio-Emotional Counselor) per 500 students and (b) one Career Counselor per 500 students enrolled in Classes IX-XII
National Education Policy (NEP), 2020	Emphasises career guidance at secondary and higher education levels
Samagra Shiksha – Guidelines for Provisioning of ARP for Career Counselling in BRCs	One Academic Resource Person for Career Counselling per block (Block Resource Centre, BRC), serving 8-10 schools per cluster with group sessions for Classes 9-12; salary under Samagra Shiksha Teacher Salary head
Directorate General of Training (DGT) Affiliation Norms for ITIs (2025), Sec 6.2 + infrastructure schedule	Mandatory Placement and Counselling Cell with a dedicated 50 sq m Placement/Counselling room in every affiliated Industrial Training Institute (ITI), to guide trainees on employment and entrepreneurial prospects post-training
All India Council for Technical Education (AICTE) Approval Process Handbook (APH) 2024-2027 (Sec 3.3, 6.22, 6.53 and the AICTE Pay-Scale & Service Conditions Regulation 2019 referenced at 6.15(a))	Polytechnics / AICTE-approved technical institutions are required to provide a Placement office (mandatory built-up area), to recognise Training & Placement Personnel as an academic-staff cadre, to make final-year internships compulsory and report Industry Memoranda of Understanding (MoUs), and to operate an Institution-Industry Cell
National Career Service (NCS) Mission Mode Project	Model Career Centres with dedicated counselling functions

- **College:** Principal appoints a coordinator (faculty member) and committee
- **Career Counselling Committee (UGC):** Coordinator (faculty) plus representatives from each department, two student representatives, one alumni representative, and one external expert (industry or employment exchange); reviews counselling activities, placement outcomes, and employer feedback at least twice per academic year
- **School:** Counsellor posted where available; for schools, Manodarpan district coordinator provides referral and psycho-social linkage
- **Employment Exchange:** District Employment Officer (DEO) oversees career guidance function
- **Reporting line inside host institution:** Cell Coordinator reports to the Principal / Dean of Student Welfare; Model Career Centre (MCC) Young Professional reports to the DEO
- **Funding:** No dedicated central funding; depends on institutional budget, UGC development grants, or NCS (for MCCs)



KEY POSITIONS

POSITION	RESPONSIBILITY
Career Counselling Cell Coordinator (college)	Faculty member with additional charge; organises sessions, coordinates with employers and alumni
Counselling & Wellness Teacher (Socio-Emotional Counselor), CBSE-affiliated schools	Full-time post; one per 500 enrolled students; minimum qualifications include a degree in Psychology / Social Work or a diploma in School Counselling, plus 50 hours of CBSE-approved capacity-building
Career Counsellor, CBSE-affiliated schools	Full-time post; one per 500 students enrolled in Classes IX-XII; degree in Humanities / Science / Social Sciences / Management / Education / Technology, plus 50 hours of CBSE-approved capacity-building; trained teachers may serve provisionally up to two academic years
Academic Resource Person – Career Counselling (BRC)	Block-level dedicated counsellor (graduate with diploma in counselling, or Post Graduate (PG) Diploma / Masters in Psychology preferred) covering 8-10 schools; group sessions for Classes 9-12; aptitude testing, stream selection, entrance-exam and scholarship guidance
Placement & Counselling Cell In-charge (ITI)	Typically faculty with additional charge; guides trainees on employment and entrepreneurial prospects under DGT 2025 Affiliation Norms; On-the-Job Training (OJT) linkage handled separately under DGT OJT Guidelines
Training & Placement Personnel (Polytechnic)	Recognised academic-staff cadre under the AICTE 2019 Pay-Scale Regulation referenced in APH 6.15(a); primary duty is industry liaison and student placement; the Institution-Industry Cell (APH 6.53.p) handles broader industry coordination
Young Professional (at MCC)	Career counselling and job fair coordination at Model Career Centres

MANDATED SERVICES

- Course and stream selection guidance at Class 10 and Class 12 junctions
- Information on competitive exams: Joint Entrance Examination (JEE), National Eligibility cum Entrance Test (NEET), Common University Entrance Test (CUET), state entrance exams, banking, Staff Selection Commission (SSC), Union Public Service Commission (UPSC)
- Career pathway mapping: which qualifications lead to which jobs
- Aptitude and interest assessment using psychometric tools where available
- Industry and alumni connections: employer visits, workplace exposure
- Scholarship and financial aid information
- Maintain a notice board with career information, exam dates, and opportunities
- Provide linkages to Skill India, NCS portal registration and navigation support, entrepreneurship-development information, and digital-literacy basics (delivered via MCCs and NCS empanelled centres)

LINKED SCHEMES

- **National Career Service (NCS)** – job listings, career resources, and Model Career Centres
- **Skill India Digital Hub (SIDH)** – free CV builder, employability and career-prep courses and videos
- **Pradhan Mantri Kaushal Vikas Yojana (PMKVY) (Pradhan Mantri Kaushal Vikas Yojana, under Skill India Programme)** – mobilisation drives and Kaushal Melas conducted by Pradhan Mantri Kaushal Kendras (PMKKs)
- **Samagra Shiksha (counsellor component)** – school-level counsellors in some states
- **State-specific career fairs** – district-level career melas



HOW TO LOCATE

Portal: ncs.gov.in – search for Model Career Centres in your district; also check the district's government degree college for its career counselling cell

Also: Visit the District Employment Office or the largest government college in the district headquarters and ask for the Career Counselling Cell or Placement Cell

KEY FACILITIES

A functioning career counselling cell should have: a dedicated room with a computer and internet connection, a notice board displaying current exam dates, scholarship deadlines, and job openings, career-related reference materials, and access to psychometric testing tools where available.

WHAT A FUNCTIONING CAREER COUNSELLING CELL LOOKS LIKE

- A designated coordinator and dedicated room exist for the cell
- Career counselling sessions or workshops have been held in the current academic year
- The notice board displays current information (this year's exam dates, scholarship deadlines)
- Students are aware the cell exists and can describe what it offers
- External partnerships with employers, alumni, or non-governmental organisations (NGOs) support the cell's activities
- The coordinator has relevant training or background in career guidance

GRIEVANCE REDRESSAL

During service delivery. The first point of contact is the Cell Coordinator (for colleges), the Career Counsellor / Counselling & Wellness Teacher (for CBSE-affiliated schools), the BRC Academic Resource Person for Career Counselling (for government schools under Samagra Shiksha), or the MCC Young Professional. The Dean of Student Welfare (college) or Principal (school) is the escalation within the host institution.

After service. Escalation is to the UGC (colleges), state education department (schools), or the Directorate General of Employment (DGE) (MCCs).

External. UGC runs a grievance portal at ugc.gov.in. The NCS helpline (1514) handles MCC-linked counselling grievances. The Centralised Public Grievance Redress and Monitoring System (CPGRAMS, pgportal.gov.in) covers central-ministry escalation.