



# Internal Quality Assurance Cell PANCH PARGANA KISAN COLLEGE, BUNDU

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## Standard Operating Procedures

### Student Counseling and Placement Cell

#### **Purpose:**

To provide personal, academic, and career counseling and facilitate placements for students, enhancing their overall development and employability.

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#### **1. Objective:**

- Offer counseling for personal, academic, and career-related concerns.
  - Enhance employability through skill development and industry exposure.
  - Coordinate placement drives and internships for students.
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#### **2. Structure:**

- **Chairperson:** Principal.
  - **Convener**
  - **Members:** Faculty and staff involved in counseling and placement.
  - **Industry Experts:** Guest speakers and trainers for workshops.
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#### **3. Functions and Responsibilities:**

- **Counseling:**
  - **Personal & Academic Counseling:** Support for stress, academic difficulties, and mental health.
  - **Career Counseling:** Guide students in career planning and decision-making.
- **Placement:**
  - Organize workshops on resume writing, interview preparation, and soft skills.
  - Facilitate campus recruitment drives and internships.
  - Maintain industry relationships for job placements and internships.



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## 4. Procedures:

- **Counseling:**
  - Students request counseling via an online portal or in person.
  - Ensure confidentiality and offer follow-up sessions if needed.
- **Placement:**
  - Students register for placement services and attend preparatory workshops.
  - Coordinate with companies for campus drives and internships.
  - Provide mock interviews to enhance student readiness.

## 5. Monitoring and Reporting:

- **Monitor:** Track counseling sessions, skill development programs, and placement activities.
- **Feedback:** Collect student and employer feedback to improve services.

## 6. Confidentiality & Ethics:

- Ensure all student information is kept confidential.
- Maintain fairness and transparency in counseling and placement processes.

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