



Operational Guidelines for the Faculty Career Guidance Cells at Eastern University, Sri Lanka.

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This Guideline is prepared as the matter prescribed in the commission circular No. 819 of 06th February 2003, and 934 of 21st October, 2010 issued by the University Grants Commission (UGC).

1. Purpose & Mandate

- The FCGC is established within each Faculty, reporting to the Dean, and working in close coordination with the Career Guidance Unit (CGU), EUSL.
- Its mandate is to support students in their career planning, employability, industry engagement and transitions from study to work, aligned with the University's mission of producing well-rounded, career-ready graduates.
- It also supports the faculty in mapping its programmes to labour-market needs and coordinating internships, employer engagement, skill-building workshops and mentoring initiatives.

2. Scope of Activities

The FCGC will undertake the following functions:

- **Career counselling & advisory:** Provide individual or group advising to students (from Year 1 onward) about career options, self-assessment, goal setting, pathways (employment, higher studies, entrepreneurship).
- **Employability skills development:** Organise workshops/seminars on CV/resume preparation, interview skills, soft skills (communication, teamwork, leadership), workplace ethics & professionalism.
- **Industry/Employer engagement:** Liaise with relevant public and private sector organisations to identify internship/industrial training opportunities, job vacancies, arrange guest talks, career fairs, role model visualization.
- **Internship/Industrial training coordination:** Assist students and departments in securing placements, monitor their progress, and collaborate with Industry partners for meaningful outcomes.
- **Transition support:** Help students transition from university world of work / higher study by mapping skills required, creating career plans, mentoring, supporting alumni linkage.
- **Curriculum linkage & integration:** Wherever possible, integrate career guidance modules or credit/zero-credit courses into the undergraduate curriculum (e.g., "Course on Career Development" modules as per UGC Circular 934).
- **Tracking & data-collection:** Maintain database of student outcomes (placements, further study, self-employment), monitor and evaluate career guidance activities, report to CGU and Faculty Board.
- **Feedback & continuous improvement:** Collect feedback from students, alumni, employers; review and refine programmes accordingly.

3. Governance & Roles

Composition of Faculty Career Guidance Cell

- Chairperson: Dean of the Faculty or nominee.
- Heads/ Representative of Departments.
- Academic Career Guidance Advisor of the Faculty.
- Internship Coordinator of the Faculty.
- Faculty Coordinator of the University Business Linkages.
- Students' Representatives-Two Nos.
- Any other member/ nominee, as relevant/ appropriate, and assigned by the faculty.
- AR/SAR/DR of the Faculty, as the Convener of the Cell.
- **Link with CGU:** Every FCGC must liaise with the CGU to align with university-wide initiatives and share data.

Responsibilities

- Chairperson: Provide leadership, attend FCGC meetings, approve FCGC annual plan.
- Academic Career Guidance Advisor: Lead the planning and execution of FCGC activities, communicate with CGU, monitor progress.
- Members: Assist in organizing and delivery of events, outreach to departments, student liaison, employer contacts.
- CGU Liaison: Provide central support, shared resources, training for advisers, help align institutional policies.

4. Annual Planning & Budgeting

- At the beginning of each year, FCGC should prepare an **Annual Action Plan**: outlining expected activities (workshops, career fair, industry visits, mentoring), target student groups (First year to final year), responsible persons, timelines, and budget.
- The Faculty Board approved Annual Plan should submit to the Faculty, and CGU for coordination and resourcing.
- Budget items may include: materials (brochures, handouts), guest speaker honorarium, venue/refreshments, travel for industry visits, career fair expenses.
- Monitor expenditures and review outcomes at end of year.

5. Student Engagement & Communication

- Ensure that all students in the faculty are aware of the FCGC: introduce the cell during orientation for new students; display notice boards/flyers; maintain a section on the faculty website.
- Use multiple channels: emails, social media, departmental announcements, class visits.
- Encourage students to register with FCGC with their profile, interests, career aspirations; maintain a database for follow-up.
- Provide accessible career counselling hours (drop-in sessions, scheduled appointments).
- Organise Career Fair / employer-connect event each year for final-year students.
- Facilitate peer mentoring or alumni mentoring where possible (senior students or graduates share experiences).

6. Collaboration with Departments & Curriculum Integration

- Work with each academic department to identify skill-gaps, emerging employment/trend mappings.
- Introduce “Course on Career Development” in the curriculum of the study programme.
- Encourage and support departmental internship/industrial attachment programmes and monitor student reflections and learning outcomes in collaboration with Industrial Placement Coordinator of the faculty.
- Departments should feed labour-market intelligence to FCGC (employer feedback, alumni input) so that career guidance remains current and relevant.

7. Monitoring, Evaluation & Reporting

- Key performance indicators (KPIs) should be defined, such as: number of students counselled, number of workshops held, number of internships secured, graduate employment rate, number of employers engaged, student satisfaction.
- At the end of each year, FCGC should prepare a **Report** that includes: summary of activities, outcomes, challenges, feedback received, budget summary, recommendations for next year.
- The report is submitted to the Dean and the CGU Quarterly.
- Use student and employer surveys to assess effectiveness and identify improvements.
- Data from tracking graduates’ destinations (employment, higher study, self-employment) should be collected; this will help in refining the guidance and marking impact.

8. Ethics, Confidentiality & Student Rights

- All career counselling sessions must respect student confidentiality and privacy.
- The cell must adhere to a non-discrimination policy: career guidance must be available to **all students**, regardless of background, gender, discipline, etc.
- Ensure that employer engagements and job postings are ethical, legitimate, and aligned with university values.
- Counsel students honestly regarding job prospects, skill requirements, further study options, and avoid over-promising.

10. Infrastructure & Resources

- The faculty should allocate physical and administrative support for the FCGC: dedicated space (office/desk for academic career guidance advisor and student liaison), budget, communication tools, IT access.
- Maintain a database system (software or spreadsheet) to track student registrations, counselling sessions, employer contacts, graduate outcomes.
- Provide a resource library: guides on career planning, sample CVs, interview tips, alumni profiles.
- Ensure digital presence: Faculty website for FCGC, e-newsletter for students.

11. Timeline (Suggested)

Semester Key Activities

Year 1 : Orientation with new students, Introduction of FCGC; Registration drive; Self-assessment workshop; Workshop on Personality Development; Career Planning and Goal Setting. Workshop on “career planning & your discipline”; Establish student database; Schedule individual counselling sessions; Career Guidance Programms Sponsored by Institution.

Year 2 : Soft-skills training (CV writing, communication, interview skills); employer guest lecture; Role model visualization; Alumni-mentor panel; Workshop on Interpersonal Skills Development; Seminar on Employability Skills; Career Guidance Programms Sponsored by Institution.

Year 3 : Career fair; Employer-student networking; Mentorship programme; Seminar on How to Face Interview; Workshop on Presentation Skills Development; Career Guidance Programms Sponsored by Institution.

Year 4 & 5: As per the requirement of faculty.

12. Revision & Review of Guidelines

- These Operational Guidelines shall be reviewed Tri-annually (every 3 years) by the FCGC in consultation with CGU and approved by the Faculty Board, with updates to reflect changing labour-market trends, technology, and institutional policy.
- Any amendments should be documented, version-controlled and circulated to all stakeholders.