

Faculty of Science, University of Jaffna
Career Guidance Cell
Terms of Reference (TOR)

1. Overview

Career Guidance Cell, Faculty of Science, University of Jaffna is a centre for counseling students in matters of their career related issues and disseminating information on various career options. It functions in our faculty to provide learning/training opportunities in the areas of academic, career and personal/ social development and to prepare students to meet their future challenges and supporting the students in identifying their interests, strengths and planning appropriately to justify their professional needs. Career and employment information is very much important for student community as it guides them towards career awareness. Career Guidance Cell is to look after the matters relating to career and employment guidance of students. Also it helps the students in the development of soft skills and communication ability to challenge competitive examinations or vocational courses.

2. Objectives

- Provide services in areas of interviews, job placements and training programmes that enable students to develop applicable skills in the competitive job market
- Organize workshops and seminars on personality development, interpersonal relationship, communication skills, interview skills and presentation skills to enable the all-round development of individuals
- Organize the programmes to create awareness about the importance of higher studies in abroad
- Provide information about various career options available to the students
- Create awareness about self-employment and entrepreneurship options
- Provide general career counseling

3. Duties and Responsibilities

- Organizing career talks and seminars with the help of experts
- Updating students with information regarding higher studies, admission procedures etc.
- Identifying internship opportunities to the students
- Organizing various programmes on personality development, soft skills, communications skills and career fair at each academic year

4. Membership

Seven members shall be appointed from each department for a period of two years by the Faculty board. Two members from the nominees shall be appointed as Faculty coordinators/advisors.