

বিশ্বভারতী  
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VISVA-BHARATI



**OFFICE ORDER**

**Subject: Constitution of a Committee for Students' Career Advancement**

As per direction of the Competent Authority, a **Committee for Students' Career Advancement** has been constituted with the following members.

1. Prof. Arabinda Mondal, Professor, Silpa Sadana	Chairperson
2. Prof. Alakananda Hajra, Professor, Dept. of Chemistry	Member
3. Dr. Surjya Kumar Saikia- Nodal Officer Internships	Member
4. Dr Atig Ghosh- In Charge, Public Relations	Member
5. Dr. Jyotiratan Ghosh-Asst Professor Department of Anthropology	Member
6. Dr. Poushali Roy- Asst Professor Department of Geography	Member
7. Dr. Usham Rojio Singh, Asst Professor Department of English	Member
8. Dr. Sudipta Das, Asst Professor Department of Japanese	Member
9. Ms. Bhavana Basumatary, Asst Professor, Dept of Ceramics	Member
10. Dr. Biplab Biswas, Asst Professor of Drama & Theatre Arts	Member
11. Dr. Swarup Kumar Majee, Asst. Professor, Dept. of Physics	Member
12. Dr. Sentu Mitra Associate Professor, Dept of PESS, Vinaya Bhavana	Member
13. Dr. Arkaprava Roy, Asst. Professor, Dept of Soil Science	Member
14. Dr. Bitan Mondal, Asso. Professor, Dept of Agricultural Economics	Member
15. Dr. Firdous Barbhuiya, Asst Professor, Dept of Social Work	Member
16. Dr. Suman Sarkar Asst Professor, Dept of Rural Studies	Member
17. Dr. Nimai Chand Saha, Librarian, Visva-Bharati	Member
18. Sri Subhadip Saha, System Programmer	Member Secretary

**TERMS OF REFERENCE (ToR)**

**Committee for Students' Career Advancement (CSCA)**

In alignment with the vision of holistic education, employability enhancement, and industry-academia collaboration emphasized by the University Grants Commission and the National Education Policy 2020, the Committee for Students Career Advancement (CSCA) is constituted to systematically support students in career planning, employability skills, higher education pathways, and professional development. The Committee will function as a structured institutional mechanism to bridge academia, industry, research institutions, civil society, and entrepreneurship ecosystems. **This committee will work closely with Industry Academia Placement Coordination Cell.**

**Objectives:**

**The Committee shall:**

- Facilitate career guidance and counselling services.
- Strengthen employability and skill development initiatives.
- Promote internships, field placements, and apprenticeships.
- Establish linkages with industry, NGOs, government bodies, and research institutions.
- Encourage entrepreneurship, innovation, and start-up culture.
- Support preparation for competitive examinations and higher studies.
- Organize training in soft skills, digital skills, and professional communication.
- Track alumni career trajectories and maintain placement data.

**Scope of Work:**

The Committee shall undertake the following functions:

**A. Career Guidance & Counselling** - Organize career counselling sessions, Conduct aptitude and interest mapping workshops, Provide individual mentoring sessions.

**B. Skill Development** - Conduct training in: Resume writing, Spoken English, Interview skills, Group discussions, corporate etiquette, Digital literacy, Coordinate with skill development agencies.

**C. Placement & Internship Facilitation** - Liaise with companies and organizations for campus recruitment, Facilitate internship opportunities (industry, NGOs, research bodies), Maintain placement records and employer database.

**D. Higher Education & Competitive Exams Support** - Guide students for NET/JRF, Civil Services, Banking, SSC, etc, Conduct orientation on national and international fellowship opportunities, Facilitate recommendation letters and academic references.

**E. Entrepreneurship Promotion** - Organize workshops on entrepreneurship and start-up incubation, Link students with incubation centres and MSME support systems., Promote innovation and research commercialization.

**F. Alumni Engagement** - Maintain alumni database, Organize alumni interaction sessions. Create mentorship networks.

**G. Information on website** - There will be a column on the website and progress of work/ status report will be uploaded and updated on weekly basis.

Memo No. REG / O.O/ 89 / 468 /25-26

Date: 23.02.2026

  
Registrar  
Visva-Bharati

To

Chairperson and members of the aforesaid Committee

Copy for Information and necessary action:

1. JR and CS to the Vice-Chancellor
2. PA to Registrar