



Ref. No.: UCCC/SVSU/2025/ May/01

Dated: 26.05.2025

NOTICE

A preliminary meeting of the University Career Counselling Cell is scheduled to be held as per the following details:

- **Date:** 28th May 2025
- **Time:** 2:30 PM
- **Venue:** Chairman Office
- **Chairman:** Dr. Gaurab Kumar Sharma, Chairman, University Career Counselling Cell

Agenda:

1. Opening remarks by the Chairman
2. Review of objectives and roles of the Career Counselling Cell
3. Planning of activities for the upcoming academic session
4. Monitoring and feedback mechanisms
5. Preparation for the university-level counsellors' meeting

Member and Member secretary are requested to kindly attend the meeting as per the schedule.

(Dr. Gaurab Kumar Sharma)

Chairman,

University Career Counselling Cell

Swami Vivekanand Subharti University, Meerut



Attendance Sheet

Preliminary Meeting – University Career Counselling Cell

Date: 28-05-2025

Time: 2:30 PM

Venue: UCCC Hall, AVGSCMC

S. No.	Name of the Member	Designation	Signature	Remarks (if any)
1.	Dr. Gaurab Kumar Sharma	Chairman		
2.	Dr. Dolly Vaish	Member Secretary		
3.	Dr. Rubi	Member		

(Dr. Gaurab Kumar Sharma)
Chairman,
University Career Counselling Cell
Swami Vivekanand Subharti University,
Meerut



University Career Counselling Cell (UCCC)

Minutes of Meeting

Date: Wednesday, 28th May 2025

Time: 2:30 PM

Venue: Chairman's Office

Chairperson: Dr. Gaurab Kumar Sharma, Chairman – UCCC

Members Present:

- Dr. Dolly Vaish, Member Secretary
- Dr. Ruby Rajput, Member

Agenda and Proceedings

1. Opening Remarks by the Chairman

- The Chairman, Dr. Gaurab Kumar Sharma, welcomed the Member Secretary and Member.
- He emphasized the importance of initiating structured career counselling efforts across constituent colleges and setting the tone for the academic session 2025–26.

2. Review of Objectives and Roles of the Career Counselling Cell

- The objectives of the UCCC were reviewed, with focus on guiding students in career decision-making, skill development, and industry readiness.
- Roles of the Chairman, Member Secretary, Member, and Institutional Counsellors were reaffirmed.

3. Planning of Activities for the Upcoming Academic Session

- It was agreed to prepare a consolidated Activity Planner 2025–26 under the UCCC banner,
- Tentative activities discussed included: career awareness sessions, resume-building workshops, interview preparation, soft skills training, and entrepreneurship/competitive exam guidance,
- Each constituent college will be asked to propose their activities, which will later be compiled into a University-level calendar.



4. Monitoring and Feedback Mechanisms

- A system of collecting **formal reports** from each college after every activity was proposed.
- It was decided to develop a **uniform reporting format** for consistency.
- Student feedback will **be collected** to measure effectiveness and improve future activities.

5. Preparation for the University-Level Counsellors' Meeting

- It was decided to **convene a larger meeting** with **all counsellors** from constituent colleges once the **preliminary framework** is ready.
- The purpose will be to discuss and finalize the **University Career Counselling Calendar 2025-26**.

Decisions Taken / Action Points

1. A **Google Sheet** will be created and shared with all counsellors for submission of proposed activities.
2. The Member **Secretary** will assist in drafting a **standard reporting format** for activities.
3. A **University-level counsellors' meeting** will be scheduled in **June 2025** to finalize the activity calendar.
4. All members will **ensure** close coordination for timely execution of the action plan.

The meeting concluded with thanks to the Chair.


(Dr. Gaurab Kumar Sharma)

Chairman,

University Career Counselling Cell

Swami Vivekanand Subharti University, Meerut