



**Facilitator:**

# **Career Guidance and Counseling Booklet**

**Higher Education Link Program**

**Organizing Youth for Socially Inclusive Society (OYSIS)  
Centre for Social Equity and Inclusion**



**Facilitators: Career Guidance and Counseling Booklet  
Higher Education Link Programme: Organising Youth for Socially Inclusive Society (OYSIS)**

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2157/A, Sarthak Building, 2nd Upper Floor,  
Guru Arjun Nagar, New Delhi-110008 Tel 011-25705650;  
Website: [csei.org.in](http://csei.org.in)

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**FOREWORD: HIGHER EDUCATION LINK PROGRAMME (HELP)**

“Students of the Government Schools have fared better than private schools in the CBSE class XII examinations” came as pleasant news at the end of May. Javahar Navodaya Vidyalaya (JNV) and Kendriya Vidyalaya (KV) stood in the forefront with 96.82% and 95.43% pass percentages respectively. Other government schools too reported well at 83.85% and government aided schools at 85.75 pass percentage. The pass percentage of private schools was 82.40. The challenge ahead is ‘will the students from the government/government aided schools access higher education “equally”? In all probabilities, “NO” - they stand lesser chances of accessing higher education.

Students in the regular government schools are most often first generation learners. The majority belong to SC, ST, Minority or other lower backward classes. They come from socially excluded communities and their social capital and peer group is limited. They have experienced discrimination and may not find people and support to explore higher education. They belong to poor families in the urban and rural areas. Families do not have members who can guide these children into the right colleges, right streams, right courses or even go with them to the colleges and institutions to support them in the process of admissions. Many do not find the right information, do not get information on time, may not have the necessary certificates, do not have adequate money to register. Further, the admissions in Delhi are On-line this time and in English. They do not have computers in their homes or even access to computers in their communities. It is being reported that the computer centres are charging high – may be as high as Rs.500/- for each candidate to apply. Even if one finds a supportive computer centre, the process is laborious and it is difficult to complete in one sitting. The student has to make critical choices without adequate information or preparation and is under stress. The newspapers reported that colleges in Delhi state have set up student support cells. But in all probability, the majority of these students will not be able to reach these support cells. They need support within their habitations. The challenges are too many and many may give up, many may have to look for employment, many may settle for the ‘open colleges’ option denying them the experience of campus life, friendship building - the necessary inter-personal communication skills considered to be import and requirements of today’s professionals. The skills and the confidence attached to these experiences go a long way in shaping ones careers and growth on the path of professional world. “Higher Education Link Programme (HELP)” is directed towards such students. In its initial effort, HELP has three strategies:

1. The Student Information Booklet (SIB) - provides information on colleges, streams, course, requirements and procedures in admissions to Delhi University, Ambedkar University, Non-Collegiate courses/colleges for women, Women’s colleges, School of Open learning (SOL), Indira Gandhi National Open University (IGNOU) and the Industrial Training Institutes (ITI) in Delhi. It provides information on reservation, scholarships. All information is compiled with details on the sources of information. Further, the process is presented through window screen shots to make the student familiar with the on-line application process. Frequently Asked Questions are given under all sections.

2. The Facilitator: Career Guidance & Counseling Booklet (FCB) - helps the facilitator/volunteer to guide the student to her/his best options. The facilitator/volunteer explores the i) student’s interest and natural inclination on subjects, ii) clarifies what are the requirements

for applying to particular subjects, iii) outlines possible job opportunities available under different subjects.

3. “HELP” Mobile App: CSEI has developed Android OS based mobile application to help students access higher education. The app provides basic information at the national level on premier colleges, courses, scholarship and sample questions in General Knowledge, English and Reasoning useful for competitive examinations. This is work in progress.

The effort is to provide insight into higher education opportunities including professional courses and other skilling institutes that one can opt for and take up careers in the same. Along with the ‘Student Information Booklet’ they also need support to make informed choices on their inclination to particular course, nature of the course and its opportunities for future employment. To meet this need CSEI has simultaneously developed the ‘Facilitator: Career Guidance & Counseling Booklet’ for volunteers and facilitators who can support the students. While the Student Information Booklet is focused on Delhi colleges and open school opportunities, the HELP mobile app goes a little further to provide information on premier national institutions too.

CSEI and members of the Delhi Right to Education forum (DRTE) will hold camps at various places in the Delhi bastis to support the students make their choice of studies and fill the application process. The support and guidance to the students will continue throughout the, application period, admission period and also post admission period in the colleges.

This process, we hope, will help build a more equitable and inclusive higher education system in the state. Special word of thanks to Satyendra Kumar who conceptualised the HELP app; Rahul Vimal, Santosh, Rahmath and Trishpal who compiled the materials; Siddharth Parmar who put together the facilitator/volunteer booklet; and Karandeep and Alli who supported the entire process and Chandrakanta Bharti for linking the process to the Delhi RTE forum.

**Annie Namala**  
**CSEI Team, June 2016**

### **Introduction: Why Guidance and Counseling is Necessary**

In school education, students know that after one class, they will go to the next class. This goes on till class Xth and after Xth, depending on their marks in the Board examination and their interest; they take Arts, Commerce or Science. However, once they complete class XIIth, and are ready to enter colleges and Universities, most of them are not aware of what are the different courses that they can apply for. Further, as they are still very young, they do not fully know about their own personality, hidden talents, and interest areas.

This makes it necessary that grown-up people like you (FACILITATORS) give guidance to these students and help them understand their own personality and interest areas. Facilitators should also provide information on all the courses that are available.

This booklet will help the facilitators understand the various issues involved in guiding and counseling the students.

We have mentioned different courses that are offered by colleges and Universities in Delhi. We have also mentioned which courses will be suitable for what type of students. Further, future career possibilities after completing these courses are also mentioned.

Facilitators are advised to read this booklet again and again (at least 5 times). After reading the booklet 5 times, you will know everything about Counseling for Admission to Under Graduate courses. This will help the students immensely. Further, it will give you a very valuable skill which you can use throughout your life.

### **Regular vs. Open Schooling**

#### **How is Studying in Regular Colleges better than Open Learning/Correspondence Course**

Generally, students from Dalit and Muslim communities in Delhi take admission in School of Open Learning, Delhi University where they do not have to attend regular colleges. They do this for various reasons. Sometimes, they work to support their families and hence can not attend regular colleges. Sometimes, especially for girls, parents do not allow them to go to colleges daily. There is also a feeling in the students that studying in regular colleges does not have much benefit to them.

However, this is entirely wrong and Facilitators should strongly suggest that the students take admission in regular colleges. Going to college everyday and attending lectures gives knowledge and confidence to students. Further, they interact with students from different backgrounds and this provides good exposure to them. There are various co-curricular activities which take place in colleges like theatre, dance, music, debates etc. Students can take benefit by participating in these activities.

So, studying in a regular college has various advantages.

### **UG Courses in Various Delhi Universities and colleges**

## 1. B.A.(Hons.)& B.A. (Programme)– Social Sciences and Languages

### What this course is about

B.A.(Hons.) and B.A.(Programme) courses are offered in social science subjects and languages. Subjects like History, Political Science, Economics, Sociology, Geography, Sociology, and Psychology are taught in this course. B.A. can also be done in languages like Hindi, English, different regional languages of India and foreign languages.

### Which Universities/Colleges are offering this course

B.A. course is offered by colleges of Delhi University. It is also offered by Ambedkar University, Indira Gandhi National Open University (IGNOU), School of Open Learning (DU) and Delhi University's Non-Collegiate Women's Education Board for Girls.

### Which Students should take this course

B.A. course is suitable for those students who have done their 12<sup>th</sup> from Arts side or those who take interest in subjects like history, geography, political science, sociology, economics, psychology and languages.

### How to identify Students' interest

Students may not say directly that they are interested in the above subjects. In that case, Facilitators should ask some general questions to identify the student's interest. For example,

- (i) Does the student like reading newspapers?
- (ii) Is she/he interested in knowing about political news?
- (iii) Is she/he interested in social issues? These social issues could be like – education, discrimination, rights, laws etc.
- (iv) Does the student like reading? For example, reading story books or any other book.

Basically, B.A is all about understanding our society. If the student has an interest towards this, she or he should opt for B.A.

### Jobs/Careers after B.A.

There are many careers that are open to students after they complete their B.A. degree. Facilitators should explain to students about these different careers -

- (i) Government Jobs : The entrance examinations for all the government jobs ask questions of General Knowledge. Most of these questions come from subjects like history, political science, geography etc. As these subjects are taught in B.A. course, students doing B.A. have a good chance of getting all types of government jobs.
- (ii) Banking Jobs – Students can appear for entrance examination for the post of Clerks and Officers in Banks after doing B.A.
- (iii) They can become teachers in government or private schools.
- (iv) Professor in Colleges & Universities : If any student is very much interested in these subjects, then she can do higher studies and become a College or University professor.
- (v) General Jobs in Offices and Companies – There are many jobs in companies and offices which do not require any specific skill. These jobs require good communication skills and general exposure to how things work in actual life. Studying in a regular college boosts these skills as students interact with each other and the teachers.

- (vi) Translation Jobs - If someone has done B.A. in Languages like Hindi, English, regional languages, foreign languages, then she can get a job in a translation company or can work as an independent/freelance translator also.

## 2. B.A. – Music and Fine Arts

### What this course is about

B.A. can also be done in Music. Colleges of Delhi University offer courses in Hindustani Music, Karnataka Music and Percussion Music.

### Which Universities/Colleges are offering this course

This course is offered by the Delhi University

### Which Students should take this course

This course is suitable for those students who are interested in music. They may have done their 12<sup>th</sup> from any stream, that does not matter.

### How to Identify Students' Interest

Facilitators can ask the students directly if they are interested in music.

### Jobs/Careers after B.A. (Music)

1. B.A. (Music) course can help a student become a Playback Singer
2. She/he can also become a musician, instrumentalist, music Composer and song writer.
3. **B.A. in Hindi Patrakarita and Journalism**

### What this course is about

This course is about journalism.

### Which Universities/Colleges are offering this course

This course is offered by the colleges of Delhi University

### Which Students should take this course:

Those students who are interested in journalism field can apply for this course.

### How to Identify Interest of student:

Students who are interested in journalism field can apply for this course. They should be interested in knowing about current happenings in our society. If the student enjoys reading, writing, searching for information then that means she can become a good journalist

### Jobs/Careers after this course

- (i) Students can get a job in Print Journalism Industry like newspapers, magazines etc. They can become reporters, editors and journalists
- (ii) Students can get jobs in private companies also.
- (iii) Students can go for post-graduate studies in journalism and mass communication



#### **4. B.A.(Hons.) Vocational Studies**

##### What this course is about

As the name suggests, this course about various vocational studies which offer large number of jobs, especially in a metro city like Delhi. This course is offered in the below mentioned fields –

- (a) Tourism,
- (b) Office Administration and Secretarial Practice,
- (c) Management & Marketing of Insurance,
- (d) Small and Medium Enterprise,
- (e) Material Management,
- (f) Human Resource Management,
- (g) Marketing Management and Retail Business

##### Which Universities/Colleges are offering this course

Most of these courses are offered by the colleges of Delhi University. In addition to Delhi University, IGNOU offers B.A. in Tourism Studies.

##### Which students should take this course

Any student can take this course, and can choose the field depending upon her interest area.

##### How to Identify Students' Interest

Facilitators should explain to the students the different fields in which this course is offered. And then let the students choose as per their interests and skills.

##### Jobs/Careers after this course

As this is a vocational course, there are a lot of job opportunities available after doing this course. Jobs are available in private companies and offices like marketing jobs, secretary level jobs, office administration, Human Resource Management

#### **5. B.Com.**

##### What this course is about

This is a very popular course as it offers a lot of job opportunities in the private sector – offices and companies, especially in a metro city like Delhi.

##### Which Universities/Colleges are offering this course

This course is offered by the colleges of Delhi University, IGNOU and SOL.

##### Which Students should take this course:

Those students who are interested in commercial and financial subjects, who are not very weak in Mathematical skills, should go for B.Com.

##### How to Identify Students' Interest

As this is a very popular course, many students may want to take this. Facilitators should clearly ask why a student wants to do B.Com. If the aim is just to get any job, then she/he

should be informed that she/he can take other courses also. But if the student is really interested in commercial and financial subjects, then she/he should take this course.

Jobs/Careers after this course:

- (i) Private Companies and Offices – B.Com students have a huge opportunity to get jobs in private companies and offices. They can get jobs in Admin, Accounts departments.
- (ii) They can also become managers, accountants, company secretaries, chartered accountants.
- (iii) Teachers in schools – they can become teachers in government and private schools
- (iv) Professors in colleges/Universities – If any student is very much interested in Commerce subjects, then she can do higher studies and become a College or University professor.
- (v) Banking jobs

## **6. B.Sc.(Hons.) - Science**

What this course is about

Students can do B.Sc. (Hons.) in various Science subjects like Botany, Zoology, Microbiology, Physics, Chemistry, Geology, Food Technology, Home Science etc. They can also do it subjects like Maths and Computer Science.

Which Universities/Colleges are offering this course

This course is offered by the colleges of Delhi University and IGNOU.

Which Students should take this course?

Those students who have taken science in class 12<sup>th</sup> and are interested in studying science can apply for B.Sc.

How to Identify Interest

Facilitators can ask the students if they really enjoy studying science or had just taken in class 12<sup>th</sup> because of any other reason like family pressure, peer pressure etc. If they are interested in science subjects, they can be told about other courses and depending on their interest, can apply for other courses.

If the student is very much interested in working on computers, or has very good mathematical skills, then she can go for B.Sc. in Computer Science or Maths.

Jobs/Careers after this course

1. Software companies – students doing B.Sc.(Hons.) in Computer Science can get jobs in software companies.
2. Industry They can get jobs in Companies. For example, someone who has done B.Sc. in Geology, she can get jobs in Oil exploration companies. Someone who has done B.Sc. in Biological Sciences can get a job in Pharmaceutical (medicine) companies. If someone has done B.Sc. (Hons.) in Chemistry, then she/he can get jobs in Chemical Industry.
3. Government Jobs: Students can apply for government jobs.

4. Teachers: They can become teachers in government and private schools. If they have a good knowledge of Science subjects, then they can also take tuitions and earn a lot of money.
5. Professors in colleges/Universities – If the student is very much interested in Science subjects, then she can do higher studies and become a College or University professor.

## **7. BCA – Bachelor of Computer Applications**

### What this course is about

This course is about computers and programming.

### Which colleges/Universities are offering this course

This course is offered by IGNOU

### Which students should take this course

Students who are very interested in working on computers and programming languages

### How to identify Students' interest

Facilitators should ask students if they are really interested in working on computers. If they are, then they should apply for this course.

### Jobs/Careers after this course

1. Students can get jobs in software companies as programmers.
2. Students can also become computer teachers.

## **8. Bachelor of Library and Information Science**

### What this course is about

This course teaches how to manage libraries.

### Which colleges/Universities are offering this course

IGNOU

### Which students should take this course

Any student can take this course, depending upon his or her interest.

### How to identify Interest

As this is a specialized course, Facilitators should explain to the students about this course and then let the student decide.

### Jobs/Careers after doing this course

1. Schools - One can get jobs in Schools as Librarian
2. Colleges and Universities – One can get jobs in University and Colleges Libraries.
3. General Libraries – There are some general libraries also where one can get jobs.

## **9. Bachelor of Social Work (BSW)**

### What this course is about

This is a professional course, and prepares a student to do social work, in various areas such as health, education, employment, poverty etc.

Which Universities/Colleges are offering this course

IGNOU

Which students should take this course

Anyone who is interested to become a social worker can do this course.

How to identify Students' interest

Facilitators should explain to the student all the things that are needed in a social worker like social sensitivity, commitment to work towards social upliftment etc.

Careers/Jobs after this course

1. NGOs - One can get jobs in national and international NGOs.
2. University/college Professor -If one is interested in further studies, then she can become a College or University professor.

**10. Industrial Training Institutes (ITIs) Courses**

What this course is about

There are various Industrial Training Institutes (ITIs) in Delhi which offer a variety of job-oriented courses. There are around 45 courses ( 'Information Booklet for Students' has detailed information on these.

Which colleges/Universities offer this course

All these courses are run by ITIs

Which Students should take this course

Any student can take this course. She should look at the available courses and take it as per her interest.

How to Identify Students' Interest

Facilitators should explain to the students about the different courses. The courses are self-explanatory, so students should not have difficulty in choosing courses.

Jobs/Careers after this course

There are many job opportunities available in small and big industries after completing this course.



## Introduction of CSEI

CSEI is concerned with deepening democracy and developing our body politic by enhancing the enjoyment by excluded communities of their social, economic and cultural (SEC) rights. We recognize the widespread prevalence of exclusion and discrimination against Dalits, Adivasis, Muslims and other socially excluded communities in our society, and the specific vulnerabilities of women, children and youth within these communities, as regards access to education, employment and governance. Poverty, disability, physical/geographic inaccessibility, forms of illnesses and other context specific characteristics make the picture more complex, demanding sustained efforts in unraveling and addressing exclusion independently and intersectionally. CSEI therefore undertakes advocacy-oriented research, social equity audits, policy advocacy and the piloting of model interventions with members of excluded communities in the critical areas of education and employment. Major constituency is three communities- Dalits, Tribals and Muslims with special focus on women, children and youth in collaborating with Community led Organizations (CLOs). Embedded in the experiences of excluded communities, CSEI works to bring together all relevant stakeholders: the excluded communities, state actors, civil society organizations, corporate sector and others. Consistent interventions in the above areas are undertaken through the CSEI Bihar and Delhi office. In addition, CSEI shares its materials, modules and lessons with other community-led organizations and civil society organizations. **Education, employment, entrepreneurship and governance** are the key intervention areas keeping “**Exclusion – Equity –Inclusion**” as our watch words.



### Centre for Social Equity and Inclusion (CSEI)

National Office:

2157/A, 3rd Floor, Sarthak building  
Guru Arjun Nagar, New Delhi-110008  
Tel- 011-011-25705650

[admin@cseiindia.org.in](mailto:admin@cseiindia.org.in)