**Scope of Work for Regional Career Awareness Coordinators:**

1. Creating a Career Awareness Quarterly Action Plan for each quarter (ideally 25 % target per quarter, however it may vary as per the session and vacation Schedule of the region) in consultation with the Chapters of the Respective Region by the 5th day of the first month of every quarter in the format attached as ***Annexure I***
2. To chalk out a participation plan at the beginning of the year for holding the Career Fair/Exhibition for every Chapter/RO of their region, as per the targets, given at the beginning of the year, based on the evaluation of previous year’s participation in all such fairs.
3. Ensuring timely and updated dissemination of information related to Career Awareness Activities to all Chapters/RO, including presentation, promotional materials and release of all advertisements related to registration cut-off dates.
4. Ensuring that the targets related to all Career Awareness Activities are met with for every quarter by:
	1. Conducting an evaluation through a consolidated MIS, of the respective region, for every month, (to be submitted to HO ) by the 4th day of the following month in the format attached as ***Annexure II***
	2. Covering at least **10% of the targets of the quarter** for the region by themselves in case the Chapter/RO are not able to.
5. Travelling to the untouched / uncovered districts of the Chapters/RO for conducting CAPs and checking the feasibility of opening a Study Centre. A minimum of 2 such districts are to be covered for each Chapter/RO per quarter by either the Chapter Incharge/RO or by the Regional Coordinator or by someone appointed by Regional Coordinator for the same.
6. Coordinating and conducting CAPs on behalf of Chapter/RO to ensure quarterly targets, as set by them, are met with, if the Chapter/RO is unable to do so.
7. Appointment of minimum 1 counsellor for every Chapter/RO of the region (preferably HOD commerce of a college/University from the region)
8. Ensuring two visits to all the Study Centres of the region in a year (once in 6 months) either by the Chapter In charge or by the Regional Coordinators themselves or by anyone appointed by the Regional Coordinators for the same to conduct CAPs and to oversee the working of the Study Centre.

A report of the same is to be submitted at the end of 6 months by each Regional Coordinator to the HO in the prescribed format attached as ***Annexure III***

1. Arranging to get all approvals for Mega CAPs/Teachers Congress for the Chapters/RO through an impact analysis done by the Regional Director of their respective region in the format attached as ***Annexure IV (same as Annexure K in CAP Manual)***
2. Organising the verification and reimbursement of Bills pertaining to All Career Awareness Activities, CAP/Mega CAP/ Teachers Congress/ Career Fairs/Counsellors as per the guidelines and prior approved amounts through the Checklist in the format attached as ***Annexure V (same as Annexure M in CAP Manual)***
3. Ensuring all other details including checklist for reimbursement and formats for seeking necessary approvals are to be followed by Chapter/RO as per the updated CAP Manual.
4. Theofficersforthe four regionsareasunder:

|  |  |
| --- | --- |
| image411image412image413image414EasterRegion | image415image416Mr. Alok Kumar |
| image417image418NorthernRegion | image419Mr. Mrinal Madhur |
| image420image421SouthernRegion | image422Ms.Chitra Anantharaman |
| image423image424WesternRegion | image425Ms. Garima Mehrotra |

***Annexure I***

|  |  |
| --- | --- |
| Region / Chapter | Action Plan - Career Awareness Activities - 1st Quarter |
|   | Nos. of Career Awareness Programmes conducted  | No of Career Fairs Participated | Identification of HOD Commerce / Members in untouched Districts for ICSI Counsellors | Career Fair | Study Centre  | Mega CAP/ Teachers Congress | Instituting Signature Award Scheme (Name & Place of University) |
|   | Target  | Planned | Target | Planned | Name | District | Target | Planned | Existing -(Visits ) | New Districts (Planned) | Planned | Planned |
|   |   |   |   |   |   |   |   |   |   |   |   |   |
| April |   |   |   |   |   |   |   |   |   |   |   |   |
| May |   |   |   |   |   |   |   |   |   |   |   |   |
| June |   |   |   |   |   |   |   |   |   |   |   |   |

***Annexure II***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Region |  RC/ Chapter | Grade | Target CAPs | Nos. of CAPs conducted (1st April- 31st July, 2018) | Percentage achieved in terms of CAPs (%) | Target Career Fair | No. of Career/ Education Fairs participated (1st April-to date) | Percentage Achieved in terms of Career Fairs (%) | Nos. of ICSI Counsellors Appointed  (1st April- date) | Foundation Registrations | Executive Registrations |
|  | Targets - 2018 | Actuals - From dashboard | % Targets Achieved   |  Targets - 2018 | Actuals - From dashboard | % Targets Achieved   |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***Annexure III***



***Annexure IV***

**Form for recommendation by Regional Directors of the proposed Teacher’s Conference/Mega CAP/Career Fair Participation**

I certify that I have done  the impact analysis of the proposed  Teacher’s Conference/Mega CAP/Career Fair Participation and the estimated cost of the event will not go below the cost estimate submitted by the ---------------------- RO/Chapter of the WIRC/ NIRC/ EIRC/ SIRC  or   by  WIRO /SIRO /NIRO /EIRO.

**Checklist for the Impact Analysis by Regional Director before conduct of Mega Career Awareness Program/ Career Fair/ Teachers Conference:**

Name of the Program ----------------------

Place for conduct of the program ----------------

**Cost Analysis**

* Initial proposed   cost by the   Organiser ------------------
* Negotiated Cost after discount offered to ICSI  ---------------------------
* Recommended Cost to HO by RD  -------------------

**Impact Analysis**

The Impact Analysis shall be based on:

* 1. Total Expected reach of the program -
	2. Expected turnout for the program -
	3. Target audience (school/colleges/stream of students being present) -
	4. Presence of any prominent personality-
	5. Scope and reach for publicity- (Exclusive publicity for ICSI during the event and total number people who can be expected to reach through it)
	6. Methods to be employed for pre and post publicity of the event-(Media used such as print, social, electronic by the organizer)
	7. Methodology of data capturing - (prior registration or on spot attendance/registration or list through the organizer post event)
	8. Services being offered by the University/ School
	9. Location advantage to the event, if any
	10. Post event possibilities for collaborations, if any please specify

Signatures

(                              )

Regional Director (NIRC/SIRC/WIRC/EIRC)

Name:

Signature:

Date:

***Annexure V***

**Format For Verifying And Recommendation Of Local Caps, Outstation Caps, Mega Cap, Teacher’s Conference Or Career Fair By Career COUNSELLING OFFICERs**

|  |  |
| --- | --- |
| **Claims submitted by Region/Chapter**  |   |
| **Claims pertaining to Local CAPs/ Outstation CAPs/ Mega CAP/ Teacher’s Conference/ Career fairs**  |   |
| **Details of Programme****(No. of CAPs, students participated etc.)** |    |
| **Total Amount of Claim submitted** |     |
| **Total Amount recommended/approved**  |     |
| **Any other remarks/comments**  |      |
| **Name and Signature of concerned Career Counselling Officer** |  |