



DIRECTION FOR VOLUNTEERS

D4V CAREER GUIDANCE TEAM

SOP & RULES AND REGULATIONS

D4V CAREER GUIDANCE TEAM

D4V Had created separate portfolio called “Career Guidance” to support unemployed and underprivileged candidates in the aspects such as improving the skills, making job opportunities, guidance in choosing higher studies etc..

TEAM OVERVIEW:

Roles :	Responsibilities
MENTOR	CG Overall Guidance’s
TRAINING COORDINATION	DLC ENGAGEMENT, TUTOR FOLLOWUPS, TRAINING SECTION ARRANGEMENT
ONLINE COORDINATION	
FIELD VERIFICATION	

These are the areas we work on Career Guidance Portfolio.

1. JOB VERIFICATION AND POSTING

Objective:

To make platform for employment to the registered d4v members and to notify the latest job offers.

Description:

The job notifications we receive from various job portals, trusted peoples, allied consultants, companies will be posted in career guidance groups including D4V verified signature. D4V will not hold responsibility for the notifications we receive from unknown sources .

2. SOFT SKILLS TRAINING

Objective:

To enhance and to develop underprivileged and financially low background students in Language, Personality development etc.

Description:

In order to improve the skills and to enhance the candidates in way of communications, Personality, Interview skills Soft skills training will be provided in D4V learning center. The selection of candidates will be done through online broadcasting and only desired candidates will be called of the sessions. Professional interested tutors will be called to conduct the sessions in D4V learning Center.

Beneficiaries:

Unemployed underprivileged & financially low background candidates. Priority will be given to volunteers who were registered in D4V.

3. TECHNICAL SKILLS DEVELOPMENT

Objective:

To improve the technical knowledge of the any candidates who wish to enhance his/her career with more learning.

Description:

Any Experienced Professions who wish to share their experience or gained knowledge to the people who seeks to improve his/her career can make use of D4V learning center.

Beneficiaries:

Any candidates – Employed/Unemployed/Students/ Professionals.

Priority for the session will be given for membership holders & internal team

4. CAREER GUIDANCE SESSIONS

Objective:

To Guide the passed out students from schools to choose the desired career.

Description:

During every year before the SSLC & HSC results free sessions in guidance on choosing career will be provided to interested students and their parents. These sessions were handled by professionals. The sessions will be conducted either in DLC or School campus itself.

Beneficiaries:

Students completed SSLC and HSC.

Priority for the session will be given for membership holders & internal team

5. SCHOOL VISITS AND TRAINING

Objective:

To improve the skills of the students regular visits to the schools and providing Training

Description:

During our Talent Hunt activities many students from Government schools are found to be talented but they are lagging due to less support. We can support those by visiting regularly and giving training to them such as Drawing, Spoken English, and public Speaking. Prior approvals will be obtained from Respective authorities.

Beneficiaries:

Underprivileged Government school students

RULES AND REGULATIONS:

1. No sessions should be conducted without approval from the committee.
2. Written document should be produced to the committee before using DLC for conducting sessions.
3. Maintain Database of details of candidates who were attending sessions.
4. Leads are the total responsibility of all the tasks and data's which is carried out through Career Guidance.
5. Before Taking decision of any events or sessions the leads ask concerns from other leads.
6. Leads/ Volunteers make sure of all the resources and arrangements needed for the sessions.
7. All Leads must aware of what are the activities carrying out through Career Guidance. And he/ she should be answerable to the queries by the state body team.
8. Any activities which involves financial support must get preapproval from the committee before giving commitment to the Tutors/ Candidates.

WHATS APP GROUP'S

1. D4V Job Notification 1
2. D4V Job Notification 2
3. D4V Job Notification 3
4. D4V Career Guidance
5. D4V Job Listing
6. D4V Tutors
7. Job Verification

REGULATIONS FOR WHATSAPP GROUPS

1. D4V career Guidance team is not responsible for the jobs posted by the individuals.
2. D4V will not ask money for the employment opportunities.
3. Any member promoting or make use of D4V career guidance groups for commercial use will be warned and reported to the verification team for further actions.
4. Adding or removing members should be carried out by the verification Team.
5. Irrelevant post in WhatsApp groups are not permitted.
6. Be friendly. Do use it to encourage one another and build each other up.
7. Do not get personal- you are free to disagree, but never disrespect.
8. Be patient
9. Please verify information by yourself as much as possible before posting.
10. Please mention all your requests clearly and specifically.
11. Kindly update the group once your request/offer is closed.
12. We do appreciate all your activities. Please post pictures of your achievements only as a collage rather than spamming the group with many images.
13. D4V has its own template to post job offers after personal verification.
14. D4V holds responsibility only to Posts/Messages posted by in D4V format (✓#verified by D4V) for other posts, contact the individuals to verify the post since D4V will not hold responsibility for those.
15. Following are strictly prohibited.

16. Spamming with forward messages
17. Don't make fun of/hurt anyone

DISCLAIMER

The above details are subject to change based on the functioning of Career Guidance Team and the support from the Core State Body Team.