



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संगठन)

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organisation under the Ministry of Education, Govt. of India)

CBSE/Training/2021

Dated: 01.12.2021

Notification

Inviting applications for the [IC3 Institute](#)'s Flagship One-year Program in Career and College Counseling

The IC3 Institute is planning to train 150 teachers of schools affiliated to CBSE for one-year program in Career and College Counseling (ref. Annexure-I), which will begin from 24th January 2022.

The program is designed for full-time high school counselors/teachers, is offered at no cost and provides guidance and training resources for participants to help establish and maintain robust career and college counseling departments within schools.

Training Format: Blended, four distinct one-week modules (held every quarter, conducted in-person at four different IC3 Institute host universities in India), supplemented with self-study, online resources, and video sessions conducted by experts from around the world. Four among the following host universities will host the 6th cohort -Ahmedabad University, Ashoka University, BML Munjal University, Christ University, Flame University, Krea University, OP Jindal Global University, Rishihood University, Shiv Nadar University, and Vijaybhoomi University.

Final Certification: Based on clearing periodic assessments, project evaluation and attendance.

Schools may encourage its counselor/ teacher to apply in following google form along with approved letter from school (As per Annexure-II) by 7th January 2022.

Link to application form:

https://docs.google.com/forms/d/e/1FAIpQLSe_b69to6mgJ_OZ3gtUGLOJi0T9BTE4-mo1wrtViN53dJVZsg/viewform

For any further query please mailto: info@ic3institute.org; or contact on: +919167151343, +919769574173. For more information please visit: <https://ic3institute.org>

Please note: Those school staff members who have already undertaken the program or are currently undergoing the program **must not re-apply**.

Biswajit Saha

(Dr. Biswajit Saha) Director
(Skill Education and Training)



शिक्षा सदन, 17 रौज एवेंयू, इंस्टीटयूशनल एरिया, नई दिल्ली-110002

'ShikshaSadan', 17, Rouse Avenue, Institutional Area, New Delhi-110002





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Copy to the respective Heads of Directorates, Organizations and Institutions as indicated below with a request to disseminate the information to all the school under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, Delhi - 110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida - 201309.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi - 110054
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh - 160017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim - 737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar - 791 111
7. The Director of Education, Govt. of Andaman & Nicobar Islands, Port Blair - 744101
8. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini.
9. The Secretary, Sainik Schools Society, Room No.101, D-1 Wing, Sena Bhawan, New Delhi 110001
10. The Additional Director General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi – 110001
11. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt. – 110010
12. The Secretary Eklavya Model Residential Schools (EMRS), Ministry of Tribal Affairs, Government of India.
13. The Chairman, Odisha Adarsha Vidyalaya Sangathan, N-1/9, Near Doordarshan Kendra, PO Sainik School Nayapalli, Bhubaneswar, Odisha-751005.
14. The Deputy Secretary to Chairman, CBSE - for kind information of the Chairman, CBSE
15. All the Heads of Department of the Board.
16. All the Regional Directors/Regional Officers/Head-COEs, CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions for compliance. 'शिक्षा सदन', 17 राऊज़ एवेन्यू, इंस्टिट्यूशनल एरिया, नई दिल्ली-110002 'Shiksha Sadan', 17, Rouse Avenue, Institutional Area, New Delhi-110002 फ़ोन/Telephone: 011-23216963, 23211575 वेबसाइट/Website: www.cbseacademic.nic.in ई-मेल/e-mail: dirtraining.cbse@gmail.com, directorvoc.cbse@gmail.com
17. Head (Media & Public Relations), CBSE
18. Assistant Secretary (IT), CBSE, Rouse Avenue with the request to upload this notification on the CBSE Academic website.
19. Incharge, Hindi Cell, CBSE HQ – for Hindi Translation of this notification. Director (Skill Education and Training)

Director (Skill Education and Training)



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Annexure I – Program Curriculum

General Education	What to Study	Where to Study	How to make it Happen
Fundamentals of education and career management	Changing landscape - History and future of careers	Global mobility statistics	Career assessments, Psychometric testing, and comprehensive evaluation systems
Counseling curriculum development	Programs of study: an insight into diverse study area options	Popular study destinations: countries of higher education(US, Canada, UK, Europe, Australia, New Zealand, Middle East, South and South east Asia including India, Japan)	College admissions process: insight into differing processes across countries
The Counseling Laboratory™ and the program	Careers at intersections	Different styles of education (i.e. liberal arts, research-focused, etc.)	Technology tools for advising
Counseling pedagogies	Extensive study options in the STEM fields	Country wise higher education deep dives	Scholarships and financial aid
Mindfulness in career and college counseling and career choices	The fascinating field of the arts	India and the Asian subcontinent	Advising best practices
Working with parents and students	Non-mathematics program study options	United States, United Kingdom, Canada, Australia, Japan, Singapore, Germany, Ireland, France and Middle East	Facilitating university selection
Economics of higher education	Professional degree programs and how options differ across countries of study		Effective management for counselors (2)
Effective management for counselors (1)			Technology tools for advising



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Annexure II – Sample Approval Letter

OFFICIAL LETTERHEAD

* Please, use the official school letterhead to print this letter and sign and stamp it at the bottom. Please upload the scanned letter in this [form](#). A digital letterhead with a digital signature of the Principal/Concerned Authority will be accepted as well)

Substitute all the spaces in red with the correct information. Remove the paragraphs above and also this paragraph before printing or preparing the digital copy.

Dear IC3 Institute,

I, [SCHOOL PRINCIPAL/AUTHORITY'S NAME], [TITLE/DESIGNATION AT SCHOOL] at [NAME OF SCHOOL] located in [CITY, COUNTRY], bearing official email address as [YOUR OFFICIAL EMAIL ADDRESS] am writing to certify that [APPLICANT'S NAME] is a full-time employee in our school working as a [TITLE/DESIGNATION OF APPLICANT] in our high school program. I am fully aware of the need to attend the full program in order to be eligible to receive a certificate and that to do so, the applicant is required to attend four weeks of the residential program at different host universities in India as per the program schedule on the following dates:

PROGRAM	DATES
6th Cohort IC3 Institute: Program Orientation	24, 25, 27 January 2022
6th Cohort IC3 Institute: Residential Program Week 1	30 January - 5 February 2022
6th Cohort IC3 Institute: Online Series 1	15 February - 21 April 2022
6th Cohort IC3 Institute: Residential Program Week 2	1 May - 7 May 2022
6th Cohort IC3 Institute: Mid-Term Assessment	6 May 2022
6th Cohort IC3 Institute: Online Series 2	17 May 2022 - 14 July 2022
6th Cohort IC3 Institute: Residential Program Week 3	7 August - 13 August 2022
6th Cohort IC3 Institute: Online Series 3	16 August - 18 October 2022
6th Cohort IC3 Institute: Residential Program Week 4	6 November - 12 November 2022
6th Cohort IC3 Institute: Project Presentations	15 November - 25 November 2022
6th Cohort IC3 Institute: Project Submissions	5 December 2022
6th Cohort IC3 Institute: Final Assessment	9 December 2022
6th Cohort IC3 Institute: Graduation	



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Residential Programs: These are full days of programming (Monday-Friday) from 9am - 5:30pm IST.

Online Series: 90-120min sessions, between 4:30-6:30pm IST, twice a week within dates as mentioned above.

I certify that:

- The applicant has permission from our school to participate in the certificate program, including for his/her traveling for the four weeks of the residential program, plus an estimated four hours of online work per week throughout the course of the program.
- The applicant will be exempted from school duties, and other activities during session timings to ensure full participation in the program.
- We are aware of the session recordings and sharing policy of the IC3 Institute as below:
 - The IC3 Institute has a 'no share' policy for recordings of sessions/content, as classroom interactions, activities and peer learning contribute to the overall learning experience. However, exceptions can be made under these circumstances
 - Extreme difference in time zones
 - Emergency situations*(*to be determined at the discretion of the IC3 Institute on a case-by-case basis)
- Our school is committed to establishing a full-time counseling/career guidance office to help students.
- The applicant is to play a key role in this office with the knowledge acquired from the program provided by the IC3 Institute for at least two years after completing the certificate program.
- In case the applicant discontinues their employment with the school during the course of the program, the school will immediately inform the IC3 Institute in writing via email and the applicant's name will be withdrawn from the program.
- Communication from the school to the IC3 Institute will be sent on admissions@ic3institute.org.
- We are aware of the requirements for a successful graduation as below:
 - Following are the components and their break-up that will be taken into consideration to determine the final result:
 - Attendance & Participation: 10%
 - Counseling Laboratory™ project: 10%
 - Mid Term Assessment: 15%
 - Assignments: 20%
 - Final Term Assessment: 15%
 - Capstone Report: (presentation 15% + report 15%)
 - Members with cumulative attendance of below 75% throughout the program (up to Residential Week 3), will need to undertake additional coursework, subject to evaluation, to meet the requirements for successful completion of the program, within two months of the program term end.

I also assure you that all decision-makers in the school are aware of this commitment so that the applicant can engage and fully participate in the program.

With kind regards,

[PRINT NAME]

[signature]



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