

## **COLLEGE COUNSELLING POLICY**

**INTRODUCTION:** The student lives are filled with complexities; personal issues and academic intricacies stands our concern. Thus it calls for guidance and help to enable the student to deal with these complexities and provide them with the needed assistance to help optimize their achievement and adequately adjust in the varied life situations. Hence to provide required help and guidance, College provides Professional Counselling to all the students. The college has a full time counsellor on the campus.

The Counselling Cell holds responsibility to fully implement guidance and counselling; addressing the academic, personal/social and career development of all students. The ultimate goal is to improve the conditions for learning which includes both prevention and intervention services at all levels.

The Counselling Cell works collaboratively with Students; Academic departments, individual faculty members, and other pertinent departments of the institution to enhance student's academic, personal, and career success.

### **THE OBJECTIVES OF COUNSELLING SERVICE:**

1. To help in the total development of the student.
2. To help in the proper choice of careers.
3. To develop readiness for choices and changes to face new challenges.
4. To motivate the youth for self-employment.
5. To help students to establish their identity.
6. To deal effectively with the formal developmental tasks of adolescence and face life's situations boldly.
7. To identify and motivate the students from the weaker sections of society.
8. To help the students in their period of turmoil and confusion.
9. To help in checking wastage and stagnation.
10. To identify and help students in need of special help.



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11. To ensure the proper utilization of time spent outside the classrooms.
12. To help in tackling problems arising out of students population explosion.
13. To minimize the incidence of indiscipline.
14. To address emotional and behavioural problems of students.
15. To help in the concentration of study.

**COUNSELING SERVICES PROVIDES:**

- Individual and group counselling
- Academic counselling
- Career exploration
- Quality Activities
- Psycho-educational workshops, seminars and webinars
- Referral services

**CODE OF ETHICS:**

The ethical standards are the ethical responsibility of the Counsellor. The Counsellors are advocates, leaders, collaborators and consultants who create opportunities for equitable access and success in support and educational avenues by assimilating the goal and subscribing to the following tenets of professional responsibility:

1. Each person has the right to be respected, be treated with dignity and have access to a comprehensive counselling program that advocates for and affirms all students from diverse populations: including age, gender, economic status, abilities/disabilities, spiritual identity and appearance.
2. Each student has the right to receive information and support needed to move toward self-direction and self-development.
3. Each student has the right to understand the full magnitude and meaning of his/her educational choices and how those choices will affect future opportunities.



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4. Each student has the right to privacy and thereby the right to expect the counsellor/ student relationship to comply with all laws, policies and ethical standards pertaining to confidentiality.
5. Each student has the right to feel safe in the institutions environment that counsellors help create, free from abuse, bullying, neglect, harassment or other forms of violence.

#### **RESPONSIBILITIES TO STUDENTS:**

1. Have a primary obligation to the students, who are to be treated with dignity and respect as unique individuals.
2. Concerned with the educational, academic, career, personal and social needs and encourage maximum development for each student.
3. Respect student's values, beliefs and cultural background and do not impose personal values on students.
4. Knowledgeable of laws, regulations and policies relating to students and strive to protect and inform students of their rights.
5. Promote the welfare of students and collaborate with them to develop an action plan for success.
6. Consider the involvement of support networks valued by the students.  
Understand that professional distance with students, are appropriate at all times.

#### **COUNSELING AND CONFIDENTIALITY:**

Confidentiality is an ethical standard. In order to insure a safe environment for students to explore their personal concerns, all counselling services are confidential. This means that our counselling cell will not reveal the identity of students who seek our services, will not confirm or deny a student's participation in counselling, and will not provide any details about what has been discussed in counselling without the student's written



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consent. We do not give information to parents or to other offices or departments within the university without a student's written consent. Similarly, information about participation in counselling will not appear on a student's academic records.

Any information, oral or written, given to a counsellor will be kept confidential, including the fact that you are receiving services. No one, inside or outside the College, will be told that you are a client here.

Only in the cases it becomes clear in the counselling session that there is a real danger to one or to others, Counselling Cell is required to take action.

Reports of abuse of children or others unable to care for themselves will also require some action to be taken. Confidentiality laws are exceptional in these cases.

#### **REFERRAL TO OFF-CAMPUS PROVIDERS OF PSYCHOTHERAPY AND MEDICATION:**

The Counselling Cell maintains a list of area mental health professionals in private practice and area mental health clinics. Students with psychiatric disabilities such as bipolar disorder, schizophrenia and recurrent serious depression should receive their psychiatric follow-up and psychotherapy off campus since these conditions require long-term follow-up. Counselling Services will offer academic case management. Support may be offered focused on coping with the demands of the student role and recovery from serious psychiatric illness.

**Reference:** The College Counsellor will maintain a Diary/ Record of cases handled, while maintaining the needed confidentiality of all records and information.

=====++THANK YOU++=====



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