



INTERNAL QUALITY ASSURANCE CELL

**VIDYA PRABODHINI COLLEGE OF COMMERCE,
EDUCATION, COMPUTER & MANAGEMENT
VIDYA NAGAR, ALTO PORVORIM GOA - 403521**

GUIDANCE AND COUNSELLING POLICY



From the Principal's Desk

Dear Students and Faculty

Welcome to the Guidance and Counselling Programme of the College

The Ultimate focus of any educational endeavour is not simply the imbibing of academic learning but rather the all-round development of the students. Hence learning and understanding oneself is as important as learning about various school subjects. I firmly believe that every student has the potential to develop a deeper understanding of oneself which covers a whole range of abilities, interests, beliefs, attitudes, values, anxieties, likes, dislikes, emotions etc with regard to his/her role in society at large. Education should thus aim at the development of various facets of the students like educational, social, moral, mental, emotional, vocational, personal etc, so that they are assisted in becoming more productive and useful citizens of the country.

The world is changing rapidly and the life of the student too has undergone sea changes. Today's students are facing several challenges like academic stress, poor curricular performance, vocational, and career-related opportunities and many more. All these challenges create immense confusion, thus resulting the young minds to indulge in dropping out of educational pursuits, displaying of anger, violence, bullying, substance abuse, getting into sexual activities, crimes etc, As the entire student population is in the stage of adolescence they experience a lot of storms and stress besides many of them preferring to live in a world of fantasy.

Keeping all the above in mind the need of having a sound guidance and Counselling policy is even more imperative wherein the services of a trained and professional counsellor is the need of the hour so as to assist the students to acquire the necessary skills and disposition needed for them to undergo a healthy transition into mature and responsible individuals and be grounded in a world of reality.



Although my teachers have the potential to be effective counsellors to the students we also have the services of a full time trained professional who executes her duty as a counsellor thereby helping the students to move towards self realisation.

Hence the IQAC has a well established guidance and Counselling Cell in the College, comprising of a committee headed by a convenor and three members. On the basis of the feedback, IQAC plans for organising of seminars, talks, workshops etc.

The counselling guidelines intend to elaborate and simplify the entire process and extend the necessary support and commitment to those in need of the same and the college counsellor is ever willing to share her time, knowledge, skill and expertise to guide the student community .

Best Wishes,



Table of Contents

| | |
|--|---|
| 1. INTRODUCTION | 1 |
| 2. NEED FOR COUNSELLING | 2 |
| 3. ROLE AND RESPONSIBILITY OF A COUNSELLOR | 2 |
| 4. APPROACH | 3 |
| 5. IMPORTANT STAGES OF THE PROGRAM | 4 |
| 6. RECORD FORMAT | 7 |

Ahosa

IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.



GUIDELINES FOR GUIDANCE AND COUNSELLING

The most significant construct underlying the theory of personality is that each human being has an inherent biological tendency towards growth and development.

Karl Rogers

INTRODUCTION

Counselling is a process which enhances better personal and interpersonal understanding. It basically relates to various issues with regard to emotional, intellectual, social, vocational and several health related areas of development of an individual. It basically focuses on better understanding of self and the world around, having less distress and better adjustment through more effective functioning.

The goal of guidance and counselling is to help individuals overcome their immediate problems and also to equip them to meet future ones. Counselling, to be meaningful has to be specific for each client since it involves his unique problems and expectations. The immediate goals of counselling refer to the problems for which the client is seeking solutions here and now. The counselee is helped to gain fuller self- understanding through self – exploration and to appreciate his/hers strengths and weaknesses.

The college counsellor understands the behavior, motivations, and feelings of the students seeking professional guidance. The committee members also organize various programmes, talks and workshops in order to equip the students to better handle their life and be fully functioning persons.

Keeping this in mind, the Internal Quality Assurance Cell (IQAC) has developed a well-established Guidance and Counselling Program in the college, comprising of a committee headed by a convenor and three members. Meetings are held with the members twice a year and various programmes are chalked out for the student community . The Guidance and Counselling Committee ensures that the college counsellor submits a final report of the counselling sessions and the workshops/talks held to the Principal of the college. On the basis of the feedback, IQAC plans to organise further seminars and talks that are appropriate and beneficial for the students.

Dhosani
IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.



Need for counseling at the College

We are aware that adolescence is a period of storm and stress. Thus the counselor may receive several cases relating to stress management wherein the students are not being able to handle their emotional outbursts. The students can thus directly approach the counsellor as and when they have free lectures or depending on the urgency of their matter.

Specially after the pandemic a lot of students have been feeling low and experiencing loss of self-confidence. Most of the cases may be closely related to loss of 'self' and situations where students feel worthless as they may not be in a position to relate to the person who they were before the pandemic, feeling out of place and introverted. They thus prefer isolating themselves due to high anxiety with regard to social situations. Parents/ family members are involved only if required. The sessions help support students in dealing with unhealthy competitiveness, bullying, social exclusion, family crisis, scholastic under-achievement, abuse, peer pressure and racism as they go through the different stages of educational development.

Role and responsibility of the counsellor:

The counsellor plays an important role in the institution to provide students with counselling services when they are in need as well as to spread awareness on sensitive topics.

On commencement of the academic year the counsellor conducts an interactive orientation session in each class where:

- The Counsellor introduces and briefs to the students about him/herself.
- Helps analyze themselves
- Clarifies the myths about counselling,
- Explains about the concept of counselling,
- Queries regarding confidentiality are addressed to.
- The approach used in counselling by the counselor is discussed
- Situations which can be dealt with in counselling sessions are also discussed
- The process of approaching the counsellor is also put forth.

Dhosan
IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.



It is the counsellor's duty to be unbiased and non judgemental in his/her approach irrespective of the student's gender, cultural, ethnicity, race, sexual orientation and religious background.

The counsellor works with individuals and groups to improve their mental health and well-being, helps the students to define their goals, plans actions and gains insights and develops pathways to lead them to their goals with different alternatives. The counsellor also acts as a facilitator to help students reach their goals while taking care of their holistic (mind and body) health. Modification of their behavior and the development of healthy habits is also given due attention to.

The counsellor addresses issues related to depression, anger, relationships, abuse, bullying, stress, relationships, self-image, LGBTQ issues, grief and suicide. Sometimes the counsellor may refer the students for psychiatric treatment if required and the same is informed to the students and their parents/family members/caretakers during the intake session.

The counsellor refers to the Code of Ethics prescribed by the American Psychological Association. (APA)

Approach used:

The counsellor uses Person Centred Therapy (PCT) and Cognitive Behavioural Therapy (CBT) approach in counselling interchangeably.

PCT helps to build rapport and trust in the counselling session. The counsellor shows unconditional positive regard which helps to understand the student's dilemma and make them feel heard. Whereas CBT is used to combat cognitive irrational and distorted thoughts of the students.

The counsellor uses the basic counselling skills like empathy, active listening by nodding, asking valid questions, mirroring the student's feelings, and summarising the situation throughout the session.


IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.



Testing material used:

Beck's Scale for Suicidal ideation:

Aptitude: Differential Aptitude Test

IQ: Wechsler Adult Intelligence Scale (WAIS)

Personality Test: 16pf

IMPORTANT STAGES

Steps of counselling:

Step 1: Intake form/ intake session

The counsellor informs the student about the terms and conditions of counseling, the requirements that the counsellor has towards the institute and the requirement to maintain written records of each session. The counsellor maintains e-copies of each counselling session.

Step 2: Rapport building

In this phase after the terms and conditions are agreed by the student, the counsellor focuses on building the therapeutic bond with the student. The student speaks about their troubled situation. The counsellor uses empathy and asks non judgemental open ended questions to get clarity on the student's situation.

Step 3: Problem assessing & Goal setting

The counsellors actively listens and asks open ended questions to get more insight on the student's situation in a non inquisitive manner. Problems are mutually identified and brainstorming is done to identify goals which will be chosen by the student.

Step 4: Counselling Intervention

Here the counsellor plays an important role to identify any distorted or irrational thoughts of the students that would come during the process of achieving their goals. The counsellor would bring these insights in the foreground for the student to help them actively work on it. These could be unconscious patterns and behaviours which the student might not be aware of.


IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.



Step 5: Evaluation, Feedback and Termination

Evaluation is done to check whether the student was successful in achieving their set goal. The student is empowered with tools that they can use in the future to pass through similar or trying situations.

Feedback is taken from the student to understand whether they are satisfied with the work they have actively chosen to put in for their wellbeing and achieve their set goals. This satisfaction gives them a boost of confidence as well as increases their self-esteem.

Termination/Closure of cases is usually done when

- The student feels they have achieved their goals successfully.
- The student is no longer interested in continuing with the counselling sessions
- The student has been further referred to other professionals.
- Before the termination of the counsellor's employment tenure.

In all the above mentioned stages the aspect of Confidentiality is highly adhered to. However there may be situations when the bond of confidentiality may be broken,

Situations where **CONFIDENTIALITY** is broken:

- When the student's life is in danger or when the student has suicidal ideation
- When the student might be causing harm to others
- If the records of the counselling sessions are required to be disclosed by law.

These points are informed to the student before starting with the counselling sessions. Only when the above said points are agreed by the student the counselling session is taken ahead.

The confidentiality is broken in situations where students are showing signs of suicidality. The Principal of the college is informed about the same to discuss any further action to be taken keeping in mind the well-being and safety of the student.


IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.



Frequency of sessions:

The student's are given the freedom to approach and discontinue receiving counselling help freely. They can discontinue coming for counseling sessions if they feel it is not helping them anymore. If a session reaches this point the student may be referred to another counsellor or a psychiatrist.

Usually counselling is done in about 5-10 sessions. Where the student is advised to come in for counselling once a week.

Referrals:

Referrals are done when psychiatric intervention might seem necessary. Especially if there are cases of any psychological disorders which cannot be dealt with in counselling sessions and there is a need for prescription of medicines to deal with the symptoms the student might be dealing with.

The Guidance and Counselling Committee members conduct meetings twice a year in order to plan various programmes. Besides self-referred cases, cases may also be referred to the counselor by the class teachers and also by other teaching and non teaching faculty members. To ensure that the stakeholders are aware of the services available through the counseling centre the counseling cell may initiate necessary programmes, workshops and lectures based on students requirements.

Counselling has no magical solutions. The only meaningful, sensible and realistic view of counselling is that it is not and cannot be everything to everybody. It is concerned with helping individuals find realistic and workable solutions to their problems by helping them gain an insight into themselves so that they are able to utilize their own potentialities and opportunities and thus become self-sufficient, self-directed and self-actualized.


IQAC Coordinator
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Parvari - Goa.



Format of the student record and session record form:

Record Form

Name of the student:

Gender:

Age:

Occupation:

SES:

Referred: Yes / No

If Yes, by whom:

Contact Information:

Phone:

Address:

Emergency contact:

Overall Case Details (the presenting concern, duration):

Family Background: Joint / Nuclear

Parents:

Both / Single (Death / Divorce / Separation)

Educational Qualification along with Occupation:

Father:

Mother:

Session Record

Date:

Time:

Session No.:

Goal of the session:

Brief Summary of the session:

Intervention / homework:

Observations of the Counsellor:

Objective for the future session:

Follow-up scheduled for:

