



Ref: SITE/AO/Academics/08/2021-22/2

27.08.2021

## OFFICE CIRCULAR

Sub: **Guidelines for Effective Counseling for Students on Academic and Non-Academic Activities-reg.**

Ref1: Letter dt. 27.08.2021 from Dr T V Rama Krishna, Coordinator, IQAC

Ref2:AQAR-Key Indicator - 2.3 Teaching - Learning Process (2.3.3 – Students mentoring system available in the institution)

Ref3: NBA-9.1. Mentoring System to help at Individual Level

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### **Preamble:**

Student counseling ensures that every student gets to know the academic structure of the College and utilize maximum opportunities that the institute offers to fulfill their career and personal life goals. The objective of "Student Counseling/Mentoring Service" is to provide friendly support to the students for their well-being during their stay in the campus and for their personal and professional development by 360°. Student counseling promotes the development of students in the following aspects.

### **Academic:**

It disseminates information about different academic programs of the Institute and provides efficient time management and learning skills. It also addresses academic issues of students, e. g. inadequate academic performance, and fall of attendance, lack of basic IT skills and language skills of students, particularly from non-English background. Besides, counseling helps students to take proper direction as they leave the campus, viz. higher education in a specialized field (both in India and abroad), job (different types of career options), entrepreneurship, etc.

### **Co-Curricular & Extra-Curricular:**

It strives to develop talents in students and encourages them to discover their extracurricular interests/hobbies, viz. sports, fine- arts, etc.

### **Personal:**

It provides a cushion against homesickness and assists in adjusting to the new environment by providing personalized guidance. The following Orientation/training programs could be organized:

- Counseling for Academic Excellence - Closely monitoring the Academic Progress of the students
- Orientation Program for new students to acquaint them with the Institute
- Awareness on Anti-ragging, gender sensitization, etc.
- Stress and time management
- Health care and hygiene
- Career counseling
- Motivational lectures by eminent speakers

Counseling service is taken up by a Faculty Member @ 1:15 (Or 1:20) ratio (faculty:students) and ably supported by other Faculty Members, staff and senior students. It should be noted that

showing "Concern for Students" is the key. Once the student realizes that his/her mentor has concern for him/her, he/she will fall in line. The List of Department-wise Faculty-in-charges (Counseling) and the Students should be provided to the Office of Principal.

**Procedural:**

Every student should approach his/her mentor only, for any of his/ her academic/nonacademic/ other requirements. The mentor, in turn, should forward the application to the concerned HOD, who, in turn, would forward it to the Principal. It is also proposed that all Engg Departments should nominate a Faculty mentor for I B.Tech, students in addition to the Regular mentor of First Year Dept., from whom transition could take place during II B. Tech. One slot of 50 minutes duration per week is provided in the time-table for counseling.

**Logistics:**

It is suggested that Counseling of a class of, say, 60 students shall take place at different venues during the Counseling period. Soon after taking attendance, perhaps in the first 5 minutes or so, the 20 students allocated for one faculty member shall remain in the class room and the remaining students will go to their respective counselors. This gives an opportunity for each faculty mentor to interact with his/her allotted 20 students separately and more effectively.

**Counseling Procedure**

The HOD will meet all the Faculty-in-charges (Counseling) and advise them on the Counseling activity and the procedures to be followed. These meetings shall take place once in a week (or fortnight) so that the HOD can follow up the activity and make the counseling activity effective.

The Student Progression & Counseling Record (SPCR - Booklet of 40 pages) will be issued to the Faculty mentors (FM) @ 1 per student. The FM is requested to start filling up the Counseling Report from the first meeting. The filled-in SPCRs could be verified by the HOD once in a month.

It is also suggested that each Faculty Mentor will conduct Parents meetings twice during a semester (once after the announcement of Test 1 marks and again after the declaration of end semester results). This can be done on a No class work day by calling the parents by phone.

**The following steps may be followed:**

1. Allocation of 15-20 Students to faculty mentor by the HOD
2. 1st meeting with Faculty Mentor (FM)
  - Filling the Counseling Record by students/FM
  - Personal interaction with students by FM
  - Preparing a WhatsApp group with Students & Parents phone numbers.
3. 2nd meeting with faculty mentor
  - Basic motivation
  - Career opportunities in the respective Branch of study
  - Department statistics (Alumni, placements, Infrastructure/faculty, research)
  - Assuring the students enough Freedom to contact FM for any kind of Problem (Academic, personal and Non-Academic)
4. Regular (weekly) meetings (till Test 1)
  - Enquire about their general well-being and academic performance
  - SWEAR Analysis data shall be recorded in the SPCR. This includes Career counseling (including campus placement activity), Psychological counseling, etc. The information has to be provided by SWEAR Mentor/Team of Psychologists.

- Updating their progress in SPCR
    - Attendance
    - Assessment marks
    - Co-Curriculum achievements
    - Extra-Curriculum achievements
    - Disciplinary issues
5. Meeting after Test 1 and declaration of internal marks
- Attendance
  - Record the Internal marks obtained
  - Counseling based on the internal marks obtained
  - Inform the corresponding faculty members about the poor performers
  - To communicate with the parents through mail, email, SMS and also through telephonic conversations. The communication undertaken shall be recorded.
  - To conduct meeting with parents and discuss about their ward's performance and advise them on their responsibilities, in case of slow learners.
6. Semester end meeting
- Consolidated progress sheet
    - Academic marks (%)
    - Backlogs, if any
    - To communicate with the parents again through mail, email, SMS and also through telephonic conversations. The communication undertaken shall be recorded.
    - To conduct meeting with parents and discuss about their ward's performance and advise them on their responsibilities, in case of slow learners.
    - To advise on the number of courses to be registered for the upcoming semester.
    - Very specific cases of student with agony, depression, etc. may be brought to the notice of the HOD so that it is possible to avail the services and support of psychologists available with SITE.

**Review on functioning of the counseling process**

1. The principal shall visit various departments periodically to conduct the review in coordination with the HOD and Faculty mentors /faculty in charge.
2. Faculty in charge shall arrange a review meeting with the respective counselors.
3. HOD shall verify the records and discuss with the counselors regarding the effectiveness of the counseling sessions and note down the points brought in by the counselors (FM).

  
**PRINCIPAL**

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CC To

HOD(CE)	HOD(EEE)	HOD(ME)	HOD(ECE)	HOD(ECT)	HOD(CSE)	HOD(CST)
HOD(IT)	HOD(AS&H)	HOD(MS)	Principal polytechnic	AO Office	IQAC office	

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