



Galgotias College of Engineering and Technology

1, Knowledge Park II, Greater Noida – 201 310 (UP) INDIA

B Tech – CSE, IT, CE, ECE, EE, EEE # NBA Accredited

Mentor-Mentee and Counselling Policy

Mentor-Mentee

1. Regarding the mentoring system, in general, approximately 20-30 mentee (students) are to be allotted to one mentor (faculty), at department level. The mentor – mentee allocation may be as per following :
 - a. B Tech – I Year students will be allocated to the faculty members teaching in B Tech – I Year. From III semester onwards, concerned department's faculty members will be allocated as mentor.
 - b. Alternate to point 1a, all the students of concerned branch – may be allocated to the respective dept's faculty (from I year onwards) and the same allocation will remain till – either student is passed out or faculty left the job / new joining.
 - c. Allotted students (to any mentor) may belong to any one year of study (say all 20-30 students) or may vary from different years of study (say 5-7 students of I year – if applicable; 5-7 students of II year; 5-7 students of III year; and 5-7 students of IV year are allotted to one faculty).
 - d. Dept can adopt suitable policy for allocation of mentor-mentee (if further required).
 - e. Re-allotment will be done if either student is passed-out or faculty left the job / new joining.
2. Any student having any problem (related to academics and personal), should approach to respective mentor for its sharing / solution.
3. Mentor should be treated as Local Guardian of the student.
4. Each mentor must meet his / her mentee at least twice per semester.
5. Each mentor is required to maintain the record of all the allotted mentees in the prescribed format (that can be obtained from respective HOD, hard-copy), separately (one mentee – one format). All the related documents' record-keeping is to be maintained by the respective mentor.
6. Each mentor should have a Whatsapp group of mentees allocated to her / him. In this whatsapp group, respective class-counselor, year-coordinator, academic coordinator and HODs may also be added.
7. Data / progress / record-keeping / interaction of mentor – mentee will be monitored on a regular basis at department level through department coordinator concerned and at central level (through central level coordinator concerned). At least two interactions between mentor and mentee are desirable.
8. Any student having any problem (related to academics and personal), may approach either to convener or any of the members of counselling cell for its sharing / solution.
9. The format for record-keeping of mentor-mentee is attached herewith. Its hard-copy (duly printed) can be collected from the store.

Counselling

1. Students having any problem related to their own mental health or may be experiencing mental stress, tension, anxiety, emotional distress or behavioral problems are required to contact the counsellor.
2. To support students' mental health and overall well-being, all academic departments may identify the students who may be experiencing mental stress, tension, anxiety, emotional distress or behavioral problems, etc. and these identified students must be sent to meet the Counsellor.
3. The location of the counselling room / availability of counsellor is B-313.
4. Record-keeping with monitoring / tracking is to be taken care by the Counsellor.



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Counselling

The Counselling cells provide help in dealing with behavioral and emotional challenges like anxiety, depression, stress, guilt, grief, lack of confidence, and low self-esteem, to name a few. We will continuously work to foster life skills and support students, faculty, and staff to enhance their overall personal/professional development, growth mindsets, mental health, quality of life, and well-being.

Scope

Mental Health Disorders: Counsellors work with students who have been diagnosed with a mental health disorder, such as depression, anxiety, or exam phobia etc.

Personal and Emotional issues: counselor diagnoses individuals with personal or emotional issues. For example, relationship problems, stress, grief, self-esteem, and peer pressure issues.

Behavioral Issues: counselors counsel individuals who are struggling with behavioral issues like addiction, alcoholism, substance abuse, anger management, or impulse control.

Career Counselling: Counsellors may also help individuals choose or change their careers or cope with work-related stress and issues.

Educational and Developmental issues: Counsellors also work with students to help them deal with educational or developmental issues. Learning difficulties or socialization problems are a couple of these issues.

Objective

1. To give the student information on matters critical to success.
2. To get student information that will help solve his problems.
3. To establish a feeling of mutual understanding between student and teacher.
4. To help the student devise a plan for solving his difficulties.
5. To help the student know himself better interests, abilities, aptitudes, and opportunities.
6. To encourage and develop special abilities and the right attitudes.
7. To inspire successful endeavors toward attainment.
8. To assist the student in planning for educational and vocational choices.

Responsibility

Listening : Counsellors listen to their clients' and students' problems and concerns and use active listening techniques to ensure they understand their clients' thoughts, ideas, and emotions.

Evaluating needs : Counsellors evaluate their client/students' needs and develop treatment plans to help them with emotional, mental, or personality issues.

Providing support : Counsellors act as support systems for their clients/students, helping them express complicated feelings and gain clarity about their emotions. They also help clients develop coping strategies and make effective decisions to change their attitudes and behaviors.

Following up : Counselors follow up with clients/students after each session to assess their progress and keep confidential records of their clients.



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Promoting client goals

Counsellors have a duty of care for their clients/students and should act in their best interest, protecting their rights and promoting their goals. They should also follow a code of ethics and act honestly.

1. Rules/ Guidelines
2. Confidentiality
3. Active listening
4. Respect for client autonomy
5. Empathy and understanding
6. Non-judgmental attitude
7. Trust and rapport
8. Collaborative approach
9. Professional boundaries
10. Self-awareness and self-reflection

Action Plan

Counselling action plans are agreements between counselors and students about what tangible outcomes will be addressed in therapy. These plans can take many forms and should always be designed according to the student's needs and goals. The key steps of an action plan

1. Define the Problem(s)
2. Collect and Analyse the Data.
3. Clarify and Prioritize the Problem(s)
4. Write a Goal Statement for Each Solution.
5. Implement Solutions: The Action Plan.
6. Monitor and Evaluate.

Term of Policy

Introductory Provisions

1. Galgotias College of Engineering & Technology, Greater Noida, provides, through the Counselling Cell, GCET counselling services to its students and employees.
2. Counselling services are free of charge to students & Staff members and are governed by the rules set out in this directive.

Terms for the provision of counselling services

1. If any student has any issue, he talks to the counselor of their department.
2. As needed, The department counselor refers the student to the counseling cell.
3. The head counselor discusses his case with the department counselor and calls the student into the counseling cell.
4. The Head Counselor discusses with the student, analyzes his case, makes an action plan accordingly, and applies.
5. The head counselor calls that student again after a few days for a follow-up.



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6. In the next follow-up session, the head counselor evaluates the improvement and again selects suitable measures.
7. The head counselor prepares a final report with the help of the departmental counselor after observing the student's improvement in the next session.
8. The student gives feedback on whether he has benefited from the counseling service for his problem or is satisfied.

Principles of work with clients

1. Counselors provide advice to all clients, regardless of their race, gender, sexual orientation, worldviews or political affiliation, social status, etc. They also ensure compliance with the University's Code of Ethics.
2. Counsellors act according to their best knowledge and conscience when dealing with clients, about the client's specifications and in their interest.

Code of Conduct

A code of conduct for counselors establishes minimum standards for ethical practice to protect the students/ faculty members who use their services. Some moral principles in counseling include:

1. Counselors respect all people's essential humanity, worth, and dignity and promote this value in their work.
2. Counselors recognize and respect diversity among people and oppose discrimination and oppressive behavior.
3. Counselors respect their client's privacy and preserve the confidentiality of information acquired during work.
4. Counsellors protect the rights of their clients, including the right to informed consent.


(Dr. Brijesh Singh)
Director (Officiating)

Copy for information and necessary action to :

1. Hon'ble Chairman and CEO sir
2. All the Deans and HODs, COE
3. IQAC, Registrar, ERP, Accounts, Library

MENTOR - MENTEE / COUNSELLING FORM

Student Name:- _____ Admission No.:- _____

AKTU Roll No.:- _____ Gender : ☐ Male ☐ Female

AKTU Enrolment No.:- _____ Program : ☐ B Tech ☐ MBA ☐ MCA

Branch : _____ Section : _____ Semester : _____

Date of Birth: Religion: _____ Category: ☐ General ☐ OBC ☐ SC ☐ ST

Blood Group : _____ E-mail (Gmail) : _____

Email ID (College) : _____

Latest
Photograph

Signature

Mobile No. : Mentor/Counsellor's Name (First Year) : _____

Mentor/Counsellor's Name (Dept.): _____

Permanent Address :		Address for Communication with Parents :	
Pincode		Pincode	
Mobile Number (Father)	Phone No. (Home, with STD Code)	Mobile No. (Mother)	Verified by (Name & Sign)

Present Address of Student/Mentee : _____

Pincode:

Local Guardian's Name: _____ Phone No. : _____

QUALIFICATION : Intermediate / Graduation / Post Graduation

Examination	Name of College	Board / University	Passing Yr	Passing %	Roll. No.	Medium
High-school						
10+2						

Hobbies : _____

Mention prolonged Disease / Illness (if any) : _____

Family Members : _____ Yearly Income : _____

Relation	Father	Mother	Brother / Sister	Brother / Sister	Brother / Sister
Name					
Qualification					
Profession					

QUALIFICATION : B Tech / MBA / MCA

Academic Session	Sem	Average Attendance (%)	SGPA	Total Marks Obtained	Result Status	Subject code of COPs, if any	Student's Sign with Date

Placement / Higher Studies / Entrepreneurship

Placement / Higher-Studies Entrepreneur	Name of the Company / Institute / Organization	Website	Package	Date of Joining / Start	Location

Details of Industrial Training / Visit / Internship (Industry related activities)

Academic Session	Sem	Activity Name	Description / Title	From	To	Duration	Student's Sign with Date

Details of Projects

Academic Session	Sem	Title of the Project	Nature of the Project	Student's Sign with Date

Details of Value Added / MOOCs / NPTEL Courses Completed (if any)

Academic Session	Sem	Name of the Course	Completed From	Duration in Weeks	Date of Completion	Marks/Grades (if any)	Student's Sign with Date

Participation in Competitions

Name of the Competitive Exam	Year	Roll No	Level (State / National / International)	Result / Outcome

Achievements / Awards / Commendations / Punishments :

S. No.	Description / Details	Year (Date)

Counselling (Details of discussion related to Academic/Professional/Personal Matters)

[illegible]



Galgotias College of Engineering & Technology

STUDENT COUNSELING FORM

Student Name: _____ Branch: _____

Semester: _____ Student Phone: _____

Student Email: _____

Reason(s) for seeking personal counseling services:

- *Self-Esteem/body image*
- *Anger management*
- *Coping with Life Stress*
- *Relationship Issues/friendship*
- *Communication Skills*
- *Anxiety/stress*
- *Dealing with Grief, Loss or Trauma*
- *Suicidal Thoughts*
- *Self-Defeating Habits or Behaviors/mood changes*
- *Alcohol/other drugs*
- *Hyperactivity*
- *Family issue*
- *Academic issue/career*
- *Financial/money*
- *Social issues*
- *Emotional issues*
- *Abilities, Interest, Aptitude*
- *Peer Pressure*
- *Self-discipline*
- *Exam fobia*
- *Substance Abuse*
- *other: _____*

Brief description of case:

Counselor's Follow-Up/Intervention Plan:

Is corrective action needed? ☐ **YES** ☐ **NO**

Action Plan:

Follow Up-1:

Follow Up-2:

Final Report:

Signature of Counselor with Date