



GALGOTIAS COLLEGE OF ENGINEERING AND TECHNOLOGY

1, Knowledge Park-II, Greater NOIDA, Uttar Pradesh, 201310

DOG CET/Notices/2024/093

10th September, 2024

COUNSELLING POLICY

Preamble

GCET's vision is to have a center that becomes a distinguished space where one starts a journey from fixed to growth mindsets, negative to positive thoughts, and avoidance to resilience. This cell is dedicated to spreading awareness related to mental health among students, faculty and staff.

Policy

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

- (i) To give the student information on matters critical to success.
- (ii) To get student information that will help solve his problems.
- (iii) To establish a feeling of mutual understanding between student and teacher.
- (iv) To help the student devise a plan for solving his difficulties.
- (v) To help the student know himself better interests, abilities, aptitudes, and opportunities.
- (vi) To encourage and develop special abilities and the right attitudes.
- (vii) To inspire successful endeavors toward attainment.
- (viii) To assist the student in planning for educational and vocational choices.

Composition

S.No.	Designation	Role
1.	Chief Counsellor	Chairperson
2.	Dean Academics	Member
3.	Dean Student Welfare	Member
4.	Training & Placement Officer	Member
5.	Institute mentor coordinators	Member(s)
6.	Chief Warden (Boys' Hostels)	Member
7.	Chief Warden (Girls' Hostels)	Member
8.	Counseling team members	Member

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.

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.

- (i) Rules/ Guidelines
- (ii) Confidentiality
- (iii) Active listening
- (iv) Respect for client autonomy
- (v) Empathy and understanding
- (vi) Non-judgmental attitude
- (vii) Trust and rapport
- (viii) Collaborative approach
- (ix) Professional boundaries
- (x) 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

- (i) Define the Problem(s)
- (ii) Collect and Analyse the Data.
- (iii) Clarify and Prioritize the Problem(s)
- (iv) Write a Goal Statement for Each Solution.
- (v) Implement Solutions: The Action Plan.
- (vi) Monitor and Evaluate.

Term of Policy

Introductory Provisions

- (i) Galgotias College of Engineering & Technology, Greater Noida, provides, through the
- (ii) Counselling Cell, GCET counselling services to its students and employees.
- (iii) 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

- (i) If any student has any issue, he talks to the counselor of their department.
- (ii) As needed, The department counselor refers the student to the counseling cell.
- (iii) The head counselor discusses his case with the department counselor and calls the student into the counseling cell.
- (iv) The Head Counselor discusses with the student, analyzes his case, makes an action plan accordingly, and applies.
- (v) The head counselor calls that student again after a few days for a follow-up.
- (vi) In the next follow-up session, the head counselor evaluates the improvement and again selects suitable measures.
- (vii) The head counselor prepares a final report with the help of the departmental counselor after observing the student's improvement in the next session.

(viii) The student gives feedback on whether he has benefited from the counseling service for his problem or is satisfied.

Principles of work with clients

- (i) 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.
- (ii) 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

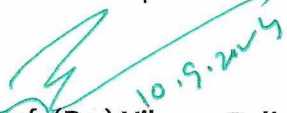
A code of conduct for counselors establishes minimum standards for ethical practice to protect the students/ faculty members who use their services. Some moral principles in counseling include:

Counselors respect all people's essential humanity, worth, and dignity and promote this value in their work.

Counselors recognize and respect diversity among people and oppose discrimination and oppressive behavior.

Counselors respect their client's privacy and preserve the confidentiality of information acquired during work.

Counsellors protect the rights of their clients, including the right to informed consent.


Prof. (Dr.) Vikram Bali
Director

Copy to: Hon'ble Chairman Sir, for the kind information
: Hon'ble CEO, Sir, for the kind information
: All Deans, HoDs & Section In-charges
: All Faculty, Staff and Students