



Gopinath PG College

(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur & U.P. Rajarshi Tandon Open University, Prayagraj | Approved by UGC / NCTE)

COUNSELING & STUDENT SUPPORT MANUAL

(In line with UGC Guidelines for Student Support Services, 2018)

S. Prabhakar
Principal

Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Prepared by: Counseling Cell

Version: 1.0

Confidentiality Notice:

This manual is intended for internal use by Gopinath PG College students, faculty, and staff. Unauthorized reproduction or distribution is prohibited.

Gopinath PG College

(Affiliated to Veer Bahadur Singh Purvanchal University, Jaunpur & U.P. Rajarshi Tandon Open University, Prayagraj | Approved by UGC / NCTE)

(Salamatpur, Uttar Pradesh 275201)

INDEX

1. Counseling & Student Support Policy

- 1.1 Policy Statement / Introduction
- 1.2 Scope
- 1.3 References (UGC/PCI/NCTE norms, NEP 2020)

2. Objectives of the Counseling & Student Support Policy

- 2.1 Academic Support
- 2.2 Career Guidance
- 2.3 Personal & Psychological Support
- 2.4 Mentorship & Peer Support
- 2.5 Access to Resources & Referrals
- 2.6 Continuous Monitoring & Feedback

3. Scope and Applicability

- 3.1 Programs Covered
- 3.2 Support Areas
- 3.3 Applicability Guidelines
- 3.4 Inclusivity & Accessibility (Support for differently-abled & marginalized students)

4. Types of Counseling & Student Support Services

- 4.1 Academic Counseling
- 4.2 Career Counseling
- 4.3 Personal & Psychological Counseling
- 4.4 Peer Counseling and Mentorship
- 4.5 Workshops, Seminars & Awareness Programs
- 4.6 Access to Resources & External Referrals

5. Implementation & Process

- 5.1 Counseling Cell
- 5.2 Process for Students Seeking Support
- 5.3 Confidentiality and Ethics
- 5.4 Documentation & Reporting
- 5.5 Digital & Online Counseling Integration

6. Student Support Mechanisms

- 6.1 Mentorship Program
- 6.2 Career Guidance & Placement Support
- 6.3 Workshops, Seminars & Awareness Programs
- 6.4 Health & Well-Being Support
- 6.5 Financial & Welfare Assistance
- 6.6 Grievance & Redressal Integration

7. Roles & Responsibilities

- 7.1 Principal
- 7.2 Counseling Cell Coordinator / Faculty Head
- 7.3 Faculty Mentors
- 7.4 Students
- 7.5 Administrative Staff



8. Monitoring & Evaluation

- 8.1 Monitoring Mechanisms
- 8.2 Evaluation Metrics
- 8.3 Reporting and Review

9. Feedback & Improvement

- 9.1 Feedback Collection
- 9.2 Feedback Analysis
- 9.3 Improvement Measures
- 9.4 Student Participation

10. Policy Review & Revision

- 10.1 Review Frequency
- 10.2 Review Committee
- 10.3 Revision Process
- 10.4 Communication

ANNEXURES

Annexure A: Counseling Request Form

Annexure B: Counseling Services Feedback Form

Annexure C: Counseling Services Contact & Referral Directory

Annexure D: Counseling Session Log Sheet & Follow-Up Record

Annexure E: Confidentiality & Ethical Guidelines for Counseling

Annexure F: Counseling & Student Support Policy Implementation Flow



Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Counseling & Student Support Policy

1. Policy Statement / Introduction

Gopinath PG College is committed to providing **holistic support** to all students to help them achieve **academic success, personal well-being, and career readiness**. The Counseling & Student Support Policy establishes a **structured framework** for providing guidance, mentorship, and support services across academic, career, and personal domains.

The policy ensures that:

- Students have **access to professional counseling and guidance services**.
- Support services are **inclusive, accessible, and confidential**.
- The college fosters a **safe, supportive, and empowering campus environment**.
- Counseling and support programs are **continuously monitored and improved** based on feedback and institutional requirements.

2. Scope

This policy applies to **all students enrolled in undergraduate and postgraduate programs** at Gopinath PG College. It covers support services related to:

- **Academic Counseling:** Guidance on study skills, academic planning, time management, and performance improvement.
- **Career Counseling:** Internships, career pathways, employability skills, and higher education options.
- **Personal & Psychological Support:** Stress management, mental health, life skills, and personal development.

- **Mentorship & Peer Support:** Faculty and peer mentoring for guidance and academic or personal challenges.
- **Access to Resources & Referrals:** Connection to internal and external professional services for further support.

The policy ensures **inclusive access** for differently-abled, marginalized, and first-generation students, promoting equity and well-being across the campus.

3. References / Regulatory Framework

The Counseling & Student Support Policy at Gopinath PG College is designed in alignment with the **guidelines and best practices issued by regulatory and governing bodies**, ensuring compliance and relevance. Key references include:

- **University Grants Commission (UGC)** – Guidelines for Student Support Services, 2018
- **National Education Policy (NEP 2020)** – Emphasis on holistic education, student well-being, and skill development
- **Pharmacy Council of India (PCI) / NCTE** – Relevant norms for student counseling, mentorship, and welfare in professional education
- **Institutional Policies and Circulars** – Internal rules, academic regulations, and welfare programs

These references provide the **framework for the implementation, monitoring, and continuous improvement** of counseling and student support initiatives at the college.

4. Objectives of the Counseling & Student Support Policy

The primary objectives of this policy are to ensure that students at Gopinath PG College receive **comprehensive support for academic, personal, and professional development**. The objectives include:

1. Academic Support:

- Provide guidance on study skills, time management, examination preparation, and academic planning.

- Assist students in overcoming learning challenges and achieving academic success.

2. Career Guidance:

- Facilitate career counseling, internship opportunities, and employability skill development.
- Help students make informed choices about higher education and professional pathways.

3. Personal & Psychological Support:

- Offer counseling services for stress management, mental health, and life skills development.
- Promote overall emotional and psychological well-being.

4. Mentorship & Peer Support:

- Establish faculty and peer mentoring programs to provide guidance and motivation.
- Encourage students to develop a sense of community and mutual support.

5. Access to Resources & Referrals: ★ ★ ★

- Connect students to internal and external professional services, workshops, and seminars.
- Ensure timely referrals to specialized support if required.

6. Continuous Monitoring & Feedback:

- Track and evaluate counseling and support services to improve effectiveness.
- Incorporate student feedback for ongoing enhancement of programs.

5. Scope and Applicability

The Counseling & Student Support Policy at Gopinath PG College applies to **all enrolled students**, across **undergraduate and postgraduate programs**, ensuring holistic support throughout their academic journey.

5.1 Programs Covered:

- All **UG and PG programs** offered by the college.
- Orientation, induction, and continuous support throughout the academic tenure.

5.2 Support Areas:

- **Academic Counseling:** Assistance with study strategies, time management, and academic planning.
- **Career Counseling:** Guidance for internships, placements, competitive exams, and higher education.
- **Personal & Psychological Counseling:** Stress management, mental health support, and personal development.
- **Mentorship & Peer Support:** Faculty and peer mentoring for academic and personal guidance.
- **Resource Access & Referrals:** Connections to internal and external support services.

5.3 Applicability Guidelines:

- Applies to **all students**, including first-year, continuing, and final-year students.
- Encourages proactive participation and utilization of available counseling and support services.

5.4 Inclusivity & Accessibility:

- Special focus on **differently-abled, marginalized, and first-generation students**.
- Ensures equitable access to counseling services and resources for all students.

6. Types of Counseling & Student Support Services

Gopinath PG College offers a range of counseling and student support services to address academic, career, personal, and professional needs. These services are structured to ensure **holistic student development**.

6.1 Academic Counseling:

- Guidance on study skills, exam preparation, time management, and academic performance improvement.
- Support for students facing learning difficulties or academic challenges.

6.2 Career Counseling:

- Assistance in identifying career pathways, higher education options, and professional development opportunities.
- Guidance for internships, job placements, skill enhancement workshops, and competitive exams.



6.3 Personal and Psychological Counseling: ★ ★ ★

- Counseling for stress management, emotional well-being, and coping strategies.
- Support for personal issues affecting student performance or well-being.

6.4 Peer Counseling and Mentorship:

- Structured faculty and senior-student mentorship programs for guidance and motivation.
- Peer support initiatives to encourage mutual learning, confidence-building, and problem-solving.

6.5 Workshops, Seminars, and Awareness Programs:

- Regular programs on soft skills, career readiness, mental health awareness, and overall development.

- Specialized sessions on wellness, leadership, and life skills.

6.6 Access to Resources and External Referrals:

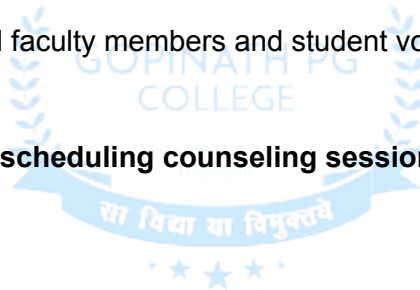
- Referral to professional counselors, psychologists, career experts, and health services when needed.
- Provision of resource materials, online platforms, and institutional support networks for student growth.

7. Implementation & Process

The Counseling & Student Support Policy is implemented through a structured framework that ensures **efficient, confidential, and student-centric services**.

7.1 Counseling Cell:

- The college has a dedicated **Counseling Cell**, led by a **faculty coordinator**.
- The cell includes trained faculty members and student volunteers to provide guidance and support.
- Responsibilities include **scheduling counseling sessions, maintaining records, and monitoring outcomes**.



7.2 Process for Students Seeking Support:

1. Students can submit a **counseling request** through:
 - **College Website** → **Counseling Section**
 - **Physical submission** at the Counseling Cell office
2. Counseling sessions are **scheduled confidentially** at mutually convenient times.
3. Students may have **follow-up sessions** as required to address ongoing concerns.

7.3 Confidentiality and Ethics:

- All counseling interactions are strictly **confidential**.
- Ethical standards are maintained to ensure **student trust and privacy**.

- Personal information is **securely stored** and shared only on a **need-to-know basis**.

7.4 Documentation & Reporting:

- Sessions, outcomes, and follow-ups are **documented in the Counseling Log (Annexure D)**.
- Quarterly reports are submitted to the Principal for **review and continuous improvement**.

7.5 Digital & Online Counseling Integration:

- Secure online platforms are used for virtual counseling.
- Digital sessions follow **data protection protocols** and maintain confidentiality.
- Online resources and e-guidance materials are made available to students.

8. Student Support Mechanisms

Gopinath PG College provides a range of **support mechanisms** to ensure students receive comprehensive assistance for academic, personal, and professional development.

8.1 Mentorship Program:

- Each student is assigned a **faculty mentor** for academic guidance and personal support.
- Peer mentorship programs are conducted where senior students assist juniors in adapting to college life.

8.2 Career Guidance & Placement Support:

- Counseling includes **career planning, internship guidance, and placement preparation**.
- Workshops and sessions on resume building, interview skills, and professional development are regularly conducted.

8.3 Workshops, Seminars & Awareness Programs:

- Sessions on **soft skills, leadership, mental health, and life skills** are organized.
- Awareness programs are conducted to **educate students about stress management, professional ethics, and personal well-being**.

8.4 Health & Well-Being Support:

- Psychological counseling and stress management sessions are available for all students.
- Students facing health or personal challenges are guided to appropriate resources.

8.5 Financial & Welfare Assistance:

- Guidance is provided for scholarships, fee concessions, and welfare schemes available to students.
- Assistance is extended to **financially disadvantaged, marginalized, or differently-abled students**.

8.6 Grievance & Redressal Integration:

- Counseling services are integrated with the **Grievance Redressal Mechanism** for addressing complaints or issues that may affect student well-being.
- Ensures timely support and resolution in coordination with the **Student Grievance Redressal Committee (SGRC)**.

9. Roles & Responsibilities

The effective functioning of the Counseling & Student Support Policy relies on clear roles and responsibilities of all stakeholders.

9.1 Principal:

- Provides **overall leadership and oversight** of the counseling and support services.
- Approves policies, programs, and revisions.
- Ensures resources and infrastructure for the Counseling Cell.

9.2 Counseling Cell Coordinator / Faculty Head:

- Leads the **Counseling Cell**, schedules sessions, and monitors outcomes.
- Maintains **documentation and reporting** of counseling activities.
- Ensures **confidentiality, ethical conduct, and quality of services**.

9.3 Faculty Mentors:

- Provide **academic guidance, mentorship, and personal support** to assigned students.
- Monitor student progress and address challenges proactively.
- Serve as a bridge between students and the Counseling Cell.

9.4 Students:

- Actively participate in counseling and mentoring sessions.
- Provide **honest disclosures** to enable effective support.
- Give **feedback** on counseling services for improvement.

9.5 Administrative Staff:

- Assist with **scheduling, documentation, record-keeping, and communication**.
- Ensure smooth operation of both **physical and online counseling services**.
- Maintain confidentiality of student records and data.

10. Monitoring & Evaluation

To ensure the **effectiveness, transparency, and continuous improvement** of counseling and student support services, Gopinath PG College follows structured monitoring and evaluation mechanisms:

10.1 Monitoring Mechanisms:

- Regular review meetings of the **Counseling Cell** to track ongoing sessions and interventions.
- Periodic check-ins with **faculty mentors** and student representatives to assess support needs.
- Tracking of student participation in workshops, seminars, and counseling sessions.

10.2 Evaluation Metrics:

- Student satisfaction and feedback on counseling services.
- Number of counseling sessions conducted and follow-ups completed.
- Academic, personal, and career outcomes of students availing support.
- Timeliness and effectiveness of interventions and referrals.

10.3 Reporting and Review:

- Quarterly reports submitted to the **Principal** for review.
- Trends and insights are analyzed to **identify gaps and enhance service delivery**.
- Annual review to update strategies, improve mechanisms, and integrate emerging best practices.

11. Feedback & Improvement

Feedback is a key component to **ensure the continuous enhancement** of counseling and student support services at Gopinath PG College.

11.1 Feedback Collection:

- Structured feedback forms are collected from students after each counseling session, workshop, or mentoring program.
- Feedback is gathered **anonymously** to ensure honesty and openness.

11.2 Feedback Analysis:

- Counseling Cell reviews all feedback to identify **patterns, challenges, and areas needing improvement**.
- Data is analyzed to measure **effectiveness of interventions and student satisfaction**.

11.3 Improvement Measures:

- Based on feedback, counseling processes, workshops, and mentoring programs are **updated or redesigned**.
- New support initiatives are introduced in response to emerging student needs.
- Continuous training and capacity building of counselors and mentors are conducted.

11.4 Student Participation:

- Students are encouraged to **actively participate in program evaluation**, providing suggestions for new services or improvements.
- Promotes a **student-centered approach** and fosters a culture of engagement and accountability.



12. Policy Review & Revision

To maintain relevance, effectiveness, and compliance with regulations, the Counseling & Student Support Policy at Gopinath PG College is **periodically reviewed and updated**.

12.1 Review Frequency:

- The policy is reviewed **every two years** or sooner if there are significant regulatory changes or institutional needs.

12.2 Review Committee:

- Reviews are conducted by a committee comprising:
 - Principal of Gopinath PG College
 - Counseling Cell Coordinator / Faculty Head
 - Selected Faculty Mentors

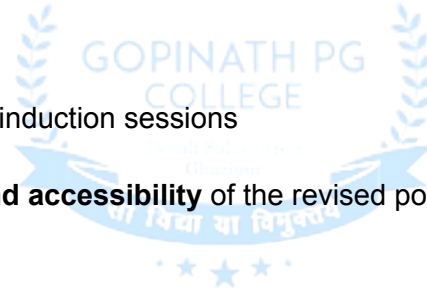
- Student Representatives (if required)

12.3 Revision Process:

- Review committee assesses the **effectiveness of existing practices, feedback from students, and emerging needs.**
- Revisions are proposed to improve **service delivery, inclusivity, and student outcomes.**
- Updates are finalized and approved by the **Principal.**

12.4 Communication:

- Updated policy is **communicated to all students, faculty, and staff** via:
 - College Website
 - Notice Boards
 - Orientation and induction sessions
- Ensures **awareness and accessibility** of the revised policy to all stakeholders.



S. Nijantha
Principal

Gopinath P.G. College
Devali, Salamatpur-Ghazipur

ANNEXURE A

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Counseling Request Form

Purpose: This form allows students to request counseling services for academic, career, personal, or psychological support. All information is **confidential**.

Student Details

Field	Details
Name of Student	<hr/> <hr/>
Enrollment Number	<hr/> <hr/>
Course & Year	<hr/> <hr/>
Department	<hr/> <hr/>
Contact Number	<hr/> <hr/>
Email ID	<hr/> <hr/>
Preferred Mode of Counseling	<input type="checkbox"/> In-person <input type="checkbox"/> Online <input type="checkbox"/> Phone

Type of Counseling Requested

(Please tick the relevant option)

- Academic Counseling
 - Career Counseling / Internship Guidance
 - Personal / Psychological Support
 - Peer Mentoring
 - Other: _____
-

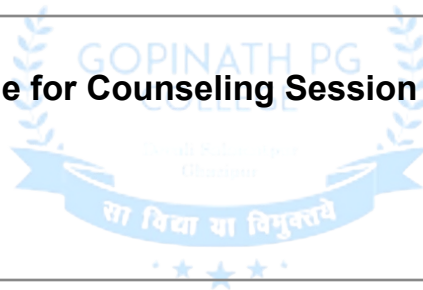
Brief Description of Issue / Support Needed

(Please provide a short description of your concern or the support you are seeking)

Preferred Time / Schedule for Counseling Session

Date: _____

Time: _____



Student Declaration

I hereby declare that the information provided above is **true and accurate** to the best of my knowledge. I understand that all counseling sessions will be **confidential**, and the information provided will be used solely for the purpose of providing support.

Signature of Student: _____

Date: _____

For Office Use Only

Field	Details
Received By	_____ —

Date Received	_____ -
Session Scheduled Date & Time	_____ -
Counselor Assigned	_____ -
Follow-up Required	<input type="checkbox"/> Yes <input type="checkbox"/> No



S. Pijoythy
Principal

Gopinath P.G. College
Devali, Salamatpur-Ghazipur

ANNEXURE B

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Counseling Services Feedback Form

Purpose: This form collects student feedback after counseling sessions to improve the quality and effectiveness of services. Responses will be kept **confidential**.

Student Details

(Optional – can be left blank if the student wishes to remain anonymous)

Field	Details
Name of Student	_____ –
Enrollment Number	_____ –
Course & Year	_____ –
Date of Counseling Session	_____ –

Feedback on Counseling Session

Please rate the following on a scale of 1 (Poor) to 5 (Excellent):

Parameter	1	2	3	4	5
Accessibility of counseling services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ease of scheduling appointment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality maintained during session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counselor's ability to listen and understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usefulness of guidance provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall satisfaction with the counseling session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Open Feedback

1. What did you find most helpful about the counseling session?

2. What improvements would you suggest for the counseling services?

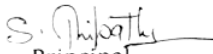
3. Would you recommend the counseling services to other students?
 Yes No

Student Declaration

I confirm that this feedback reflects my genuine experience and is provided voluntarily.

Signature of Student (if not anonymous): _____

Date: _____


 Principal
 Gopinath P.G. College
 Devali, Salamatpur-Ghazipur

ANNEXURE C

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Counseling Services Contact & Referral Directory

Purpose: This directory serves as a quick reference for students seeking counseling or additional support. It includes internal contacts within the institute and important external referral numbers.

1. Internal Counseling Support

Name of Counselor / Faculty Mentor	Designation	Contact (Phone / Email)	Availability (Days/Hours)
_____	Counseling Coordinator	_____	_____
_____	Faculty Mentor (Academics)	_____	_____
_____	Student Welfare Officer	_____	_____

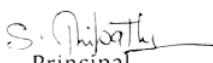
2. Emergency and External Referral Support

Service	Agency / Contact	Phone Number	Availability
Medical Emergency	_____	_____	_____

Mental Health Helpline	_____	_____	_____
Women Safety Helpline	_____	_____	_____
Police Emergency	_____	_____	_____
Suicide Prevention	_____	_____	_____
Drug De-addiction Support	_____	_____	_____

3. Contact for Student Grievances & Support (Institute Level)

Office	Contact Person	Phone / Email	Location
Student Counseling Cell	_____	_____	_____
Grievance Redressal Committee	_____	_____	_____
Anti-Ragging Cell	_____	_____	_____


 Principal
 Gopinath P.G. College
 Devali, Salamatpur-Ghazipur

ANNEXURE D

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Counseling Session Log Sheet & Follow-Up Record

Purpose: This record is maintained by the assigned counselor/faculty mentor to track individual counseling sessions and follow-ups. All records are kept **confidential** and used only for student support purposes.

Counseling Session Log (Master Sheet Format)

Date of Session	Student Name	Enrollment Number	Course & Year	Department	Contact No.	Counselor Name	Type of Counseling (Academic / Career / Personal / Psychological)	Summary of Concern	Guidance / Action Taken	Confidential Notes (Counselor Only)

Follow-Up Record (Linked Sheet Format)

Follow-Up Date	Student Name	Enrollment Number	Mode (In-person / Online / Phone)	Student's Progress / Feedback	Counselor's Remarks	Next Steps

ANNEXURE E

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Confidentiality & Ethical Guidelines for Counseling

Purpose: To ensure all counseling sessions are conducted in a **safe, ethical, and confidential manner**, protecting the rights of students and guiding the responsibilities of counselors.

1. Principles of Confidentiality

- All information shared during counseling sessions is **strictly confidential** and will not be disclosed to any unauthorized individual.
 - Counselors are responsible for **safeguarding student privacy** in both physical and digital records.
 - Any sharing of information for academic, administrative, or welfare purposes requires **explicit consent** from the student.
 - Confidentiality also applies to **peer counseling sessions** and group activities.
-

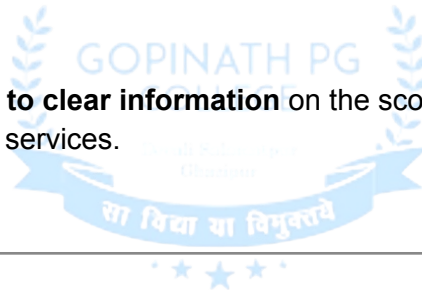
2. Ethical Conduct for Counselors

- Counselors shall maintain **professional boundaries**, avoiding conflicts of interest.
- They must act with **impartiality, empathy, and respect**, free from any form of bias based on gender, caste, religion, or socioeconomic status.
- Counselors should provide **accurate, evidence-based guidance** in academics, career, and personal development.

- Continuous **professional development** is expected for counselors to stay updated on counseling ethics, methods, and best practices.
 - Counselors should foster a **non-judgmental and supportive environment** for students to express themselves freely.
-

3. Student Rights

- Students have the **right to confidentiality** regarding all counseling interactions.
- Students may **request access** to their records under guidance, with consideration of privacy and ethical norms.
- Students have the **right to refuse or discontinue counseling** at any stage.
- Students can **report concerns or complaints** about counseling practices without fear of reprisal.
- Students have the **right to clear information** on the scope, limitations, and expected outcomes of counseling services.



4. Exceptions to Confidentiality

Confidentiality may be broken **only under specific and justified circumstances**, including:

- If there is a **risk of harm to the student or others**.
- If required by **law, regulatory authority, or university guidelines**.
- In cases of **serious academic misconduct or behavioral violations** that require administrative intervention.

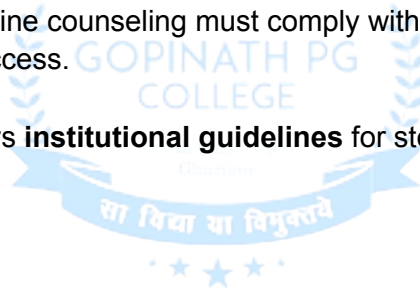
Procedure for Exceptions:

- Counselors must **inform the student** about the need to disclose information.

- Only the **minimum necessary information** should be shared with **authorized personnel**.
 - All actions should be **documented and reported** to the Counseling Cell Coordinator.
-

5. Record Keeping & Data Security

- Counseling records are maintained in **secure physical files or encrypted digital formats**.
- Only authorized personnel, such as the **Counseling Cell Coordinator or Principal**, can access these records.
- Records are used for **monitoring, reporting, and improving counseling services** while maintaining strict confidentiality.
- Digital tools used for online counseling must comply with **data protection protocols** and prevent unauthorized access.
- Records retention follows **institutional guidelines** for storage, archival, and destruction after a defined period.



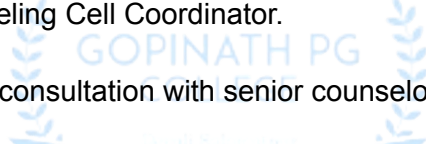
6. Accountability & Reporting

- Counselors are accountable for **adhering to ethical standards** and confidentiality guidelines.
 - Breaches of confidentiality or ethical lapses must be **reported immediately** to the Counseling Cell Coordinator or Principal.
 - Students and parents are encouraged to **report any concerns** regarding counseling practices without fear of retaliation.
 - Counseling performance and adherence to ethics are **reviewed periodically** as part of quality assurance.
-

7. Professional Boundaries & Conduct

- Counselors shall avoid any **dual relationships** that may compromise professional judgment (e.g., personal or financial ties).
 - Physical or emotional intimacy beyond professional boundaries is **strictly prohibited**.
 - Counselors should **not make promises** that cannot be fulfilled, maintaining transparency in expectations.
-

8. Ethical Decision-Making

- Counselors shall follow **ethical guidelines** when faced with dilemmas, prioritizing the **best interests of the student**.
 - Decisions involving confidentiality, referrals, or interventions should be **documented and reviewed** by the Counseling Cell Coordinator.
 - Ethical supervision and consultation with senior counselors or experts should be sought **when necessary**.
- 
-

9. Integration with Institutional Policies

- Counseling services are aligned with **college policies**, including grievance redressal, student welfare, and academic regulations.
 - Ethical and confidential counseling supports a **safe, inclusive, and supportive campus environment**.
 - Counseling outcomes feed into **program development, awareness initiatives, and student support improvements** without compromising individual privacy.
-

10. Training & Capacity Building

- Counselors and faculty mentors undergo **regular training on ethics, confidentiality, and counseling skills.**
- Students participating as peer counselors are trained in **confidentiality, boundaries, and referral procedures.**
- Awareness sessions are conducted to **educate students about their rights, responsibilities, and available support.**

S. Nijesh
Principal

Gopinath P.G. College
Devali, Salamatpur-Ghaziipur



ANNEXURE F

Gopinath PG College

(Salamatpur, Uttar Pradesh 275201)

Counseling & Student Support Policy Implementation Flow

Purpose: To outline the step-wise implementation of counseling and student support services, ensuring **clarity, accountability, and smooth functioning**.

Step 1: Student Identifies Need for Support

- Academic difficulty
- Career guidance
- Personal or psychological concern
- Peer or mentorship-related issue



Step 2: Submission of Counseling Request

- **Online:** Visit the college website → Counseling Section → Submit Request Form
- **Offline:** Physical submission at the **Counseling Cell Office**

Step 3: Initial Review by Counseling Cell Coordinator

- Verify the request
 - Categorize the need: Academic / Career / Personal / Peer Support
 - Schedule **counseling session** with relevant counselor
-

Step 4: Counseling Session(s)

- One-on-one or group sessions conducted by trained **faculty counselor** or peer mentor
 - Confidential discussion of concerns and identification of **interventions**
 - Record session in **Counseling Log (Annexure D)**
-

Step 5: Follow-Up & Support Plan

- Implement action plan agreed upon during the session
 - Provide **resources, referrals, or mentorship** as needed
 - Schedule **follow-up sessions** to track progress
-

Step 6: Monitoring & Review

- Counseling Cell monitors student progress and feedback
 - Faculty mentor reports updates to **Coordinator**
 - Quarterly evaluation of service effectiveness
-

Step 7: Feedback & Improvement

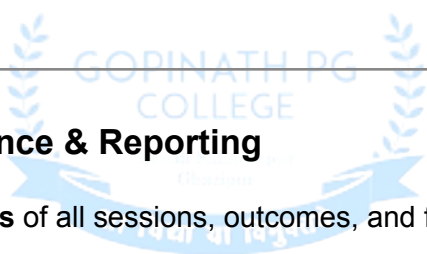
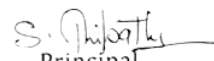
- Collect student feedback on counseling experience
 - Analyze and incorporate feedback for service enhancement
 - Document **lessons learned and best practices**
-

Step 8: Escalation (if needed)

- If the concern is unresolved or requires higher intervention, escalate to:
 - **Principal** or Head of Department
 - **Specialized external resource** (psychologist, career expert, etc.)
 - Maintain **confidentiality and ethical standards** throughout
-

Step 9: Record Maintenance & Reporting

- Maintain **secure records** of all sessions, outcomes, and follow-ups
- Reports used for **institutional review, program improvement, and monitoring trends**
- Access restricted to **authorized personnel only**



Principal
Gopinath P.G. College
Devali, Salamatpur-Ghazipur

Annexure F

Counseling & Student Support Policy Implementation Flow

Gopinath PG College



PLACEMENT CELL

Gopinath PG College

Bridging Education with Employability







The Placement Cell of Gopinath PG College is committed to enhancing students' career readiness by facilitating skill development, industry interaction, and placement opportunities.

Key Functions

-  Career guidance and employability support
-  Skill enhancement & soft skill initiatives
-  Industry linkage and institutional partnerships
-  Internship and placement facilitation
-  Career awareness and progression support

Objectives

-  To prepare students for employment and higher career opportunities
-  To promote industry-academia collaboration
-  To support students in informed career decision-making
-  To encourage professional ethics and workplace readiness



Convener / Coordinator

Dr. Rishikesh Tiwari

97955300425

Supervises cell activities, partnerships, and policy implementation.