


OFFICE ORDER

Sub:- Appointment of Student Counselor

Appointment of Student Counselor of Gyan Sagar College of Engineering is mentioned below:-

S.No	Name	Designation
1	Mr Anil Choubey	Chairman
2	Ms Deeksha Kesharwani	Member


Principal
Gyan Sagar College of Engineering
Gyan Sagar (M.P.)

Gyan Sagar College of Engineering Sagar (M.P.)

(Student Counselor Committee)

Student counselors typically offer career guidance and help the students to develop career objectives. Their responsibilities include advocating for students in various activities, providing classroom advice, academic mentoring, interacting with teachers and parents and collaborating with administrators.

Student Counselor Requirements:

- Bachelor's or associate's degree in counseling.
- Master's degree in counseling may be advantageous.
- Minimum of 2 years professional counseling experience, preferably in an educational field.
- Knowledge of placement testing and career, personal, and educational assessment.
- Experience with counseling principles, techniques, and practices as applied to students' problems and developmental needs.
- Excellent active listening and communication skills.
- Patient, friendly, and accommodating personality.
- Social perceptiveness and an understanding of body language.
- Excellent interpersonal and mediation skills.



Minutes of Meeting

1st Meeting: First meeting of the Students Counselor Committee was scheduled on 15 Sept. 2021. The Following members are present in the meeting.

S.No.	Name	Designation	Mobile No.	Signature
1.	Mr. Anil Choubey	Chairman	9893446189	
2.	Ms. Deeksha Kesharwani	Member		

Agenda of the meeting-

Establishing a confidential Student Counseling Cell : The committee establishes a professionally staffed confidential Student Counseling Cell to provide assistance to students.

Appointing counselors: The committee appoints counselors to help students with their career, academic activities, psychological problems, and to monitor certain regular physical and mental activities.

Counseling students: The committee counsels students for solving their problems and provides confidence to improve their quality of life.

Identifying student needs: The committee identifies the specific needs of the student community, including academic, personal, and career-related needs.

Helping students monitor their progress: The committee helps students independently monitor their progress towards achieving their educational and career goals.

Providing counseling and mentoring: The committee provides counseling and mentoring to the students.



The following points are discussed in the meeting-

- Listening to students' academic, emotional, social, and behavioral concerns in an open and nonjudgmental way.
- Assisting with conflict mediation and resolution between students, students and teachers, or parents and teachers to ensure students' goals are not disrupted.
- Helping students to prepare for admissions applications and tests.
- Developing, monitoring, and assisting with counseling programs.

- Reporting student issues to the appropriate state authorities if neglect or abuse is suspected.
- Consulting with the parents of the students regarding their education or result basis.
- Working directly with students to develop solutions and set achievable goals.
- Providing students with materials related to a career of their choice or career counseling to suit their skills.

2nd Meeting: Second meeting of the Students Counselor Committee was scheduled on 10 January 2021.

The Following members are present in the meeting.

S.No.	Name	Designation	Mobile No.	Signature
1.	Mr. Anil Choubey	Chairman	9893446189	
2.	Ms. Anuradha Soni	Member	6268408845	

Note - A new member Ms. Anuradha Soni is included in the team of Students Counselor Committee in place of Ms. Deeksha Kesharwani.

Agenda of the 2nd meeting-

Discussed about the result of Previous Meeting: Firstly discussed the outcomes of previous meeting and what's the positivity we seen in students academics.

Provide more focus on the attendance of students: The committee works to enhance the attendance of students through providing their regular classes.

Improving teacher-student relationships: The committee works to improve the relationships between teachers and students.

Helping students manage their emotions: Counseling helps students to manage their emotions better, improve focus on goals, and work in a systematic manner for their better future.

Conducting group sessions: Group sessions are conducted to build self-esteem.

Supporting staff and students: The counseling cell supports the staff and students for their psychological well-being and to maintain ethical values in society.

Monitoring student discipline: The committee monitors the students' regularity and disci

What's positive and negative outcomes we seen after 1st meeting:


- Attendance of students increased, they come regularly to attend the class.
- Students interact with us without any hesitation and discussed about their problems.
- Some students want to leave college because of the fear of English.
- Some students have the habit of Home Sickness or have some family issues, so they cannot come regularly to the college.
- Some students are demotivated, they don't have their aim of study.

What's New We done After 1st Meeting :

After the first meeting, we seen some positive results from the student's side and also seen some negative points. So for making our students academics better than previous we include some new sessions and key objectives. These are as follows-

- **Firstly , we seen that how many students don't want to study or wants to leave:** We seen that atmost 14 students wants to leave the college because of English fobia or the habbit of Home sickness. So for solving this problem of students , we organize skills assessment sessions for them. And we got the positive result also in which 11 students change their plan of leaving study, they rejoin the college on regular basis. But 3 students out of 14 students leave their study because of their family issues.
- **Conducting Motivational sessions:** We conduct Motivational sessions for the students due to which they set their mind for achieve a certain goal.
- **Helping students to remove their English Fobia :** The committee helps students to remove their fear of reading and writing English by providing the classes of Communication Skills.
- **Providing guidance to remove Home sickness:** The committee provides guidance to the students for removing their home sickness habit through various examples of successful personalities.
- **Provide skills assessment sessions:** Providing one-on-one career guidance and skills assessment to assist with career development.
- **Offering referrals to outside resources:** We Offer referrals such as for mental health, substance abuse, or vocational-related activities to the students.

Last Meeting: Last meeting of the Students Counselor Committee was scheduled on 15 May 2021. The Following members are present in the meeting.

S.No.	Name	Designation	Mobile No.	Signature
1.	Mr. Anil Choubey	Chairman	9893446189	
2.	Ms. Anuradha Soni	Member	6268408845	

Agenda of the Last meeting-

Note- Overall result of previous meetings are good. The new agenda of this meeting are-

- **Helping students develop better study habits.** They may conduct assessments for learning disabilities to suggest better studying techniques, allowing students to manage academic pressure and expectations.
- **Assisting students in preparing for college admissions and entrance examinations.** They may organise regular workshops on vocational programmes and career-based counselling where students and parents discuss prospective career options.
- **Identifying students' behavioural traits to recommend coping techniques for stress.** By analysing students' behaviours or school records, they can take practical measures to protect them from the influence of psychosocial abuse.
- **Holding regular meetings with teachers to discuss the general mental condition of classes and suggest extracurricular activities to enhance students' interests.** Such collaborations may require analytical and resource-planning skills.
- **Analysing the living conditions of students if the school encourages it.** This may involve interacting with parents to ensure the child has a safe home environment and appropriate friends.

Responsibilities of a student counselor:

- *Interacting with students to identify solutions and set achievable goals*
- *Listening to students and their worries and observing their behaviours in a non-judgemental manner*
- *Mediating conflicts and finding resolutions between students, teachers and students and parents and teachers*
- *Conducting individual career guidance and skills assessment sessions*
- *Assisting students in finding the right career choice when applying for suitable colleges*
- *Providing students with study materials to help prepare them for college admissions or vocational programmes*
- *Reporting potential violence or abuse against students through the proper channels.*