



**DE PAUL INSTITUTE OF
SCIENCE & TECHNOLOGY, ANGAMALY
(DiST)**

COUNSELLING POLICY



1.0 Introduction

Students who are attending college for the first time must adjust to big changes such as relocating to a new place, being separated from family and friends, establishing a new social network, and coping with a new academic culture in a new environment. For many, these changes are interesting and challenging and an intrinsic part of the attraction of going to college. They can, however, also result in worry and anxiety.

DiST offers students psychological support and expert counselling. Two licensed professional counsellors in the college offer counselling to undergraduate and graduate students. Counselling is available to students who need assistance with their academic performance, emotional problems, psychiatric disorders, familial concerns, or addictions.

To improve students' academic, personal, and professional performance, the counselling department collaborates with academic departments, individual faculty members, student services, and other important departments of the college. Counselors are accessible to families during the college working time as well.

1.1 Main Objectives of Counselling Services

1. To provide quality counselling to students experiencing personal problems, academic and/or psychological challenges that require professional attention.
2. To boost the self-esteem of weaker /physically challenged students.
3. Diagnose the learning difficulties & behavior issues of students in need.
4. Help students to overcome exam stress and fear.

1.2 Action Plan

1. At least one counselling session for all first-year UG and PG students. After that, any student can come for counselling any number of times.
2. Provide a counselling orientation class for first-year students.
3. During the COVID-19 period, online counselling is provided to students in need.
4. Give counselling to parents of students whom the counsellors feel are in need of it to solve the problems of their wards.
5. Counsellors should refer students to psychiatrists and make arrangements for them, if needed.
6. Give counselling support to the staff who are in need of it.

1.3 Counselling Policy

1.3.1 Legal and Ethical Conduct:

Counsellors at DiST are expected to adhere to the ethical standards and code of conduct for professional practise as recommended by the professional organisations that represent their field of practice. Whenever in doubt, counsellors should discuss ethical and legal dilemmas in consultation with professional peers, the director, and/or the management.

1.3.2 Confidentiality

Confidentiality is key to the process of counselling and, as such, will be respected and maintained by all students and staff. Each individual is entitled to privacy in his or her session with the counsellor. All contact methods with the counsellor are confidential. If it becomes clear in the counselling session that there is a real danger to the student or others, it is required to take action to help maintain safety. Counsellors are legally and ethically required to address these kinds of imminent safety risks, even if it involves breaking confidentiality.

1.3.3 Record Keeping

Appropriate records must be maintained, including details of the student's case history. It contains the student's name, the date of each session, those present at the session, and a brief summary of the main issues discussed. Similarly, meetings and/or telephone conversations regarding the student with parents, staff, etc. must also be documented. Records are kept in secure electronic and paper form.

1.3.4 Referral Service

Refer the students to professional psychiatrists in severe cases after informing the college authorities and parents. Occasionally, referrals will be made by the counsellors to external professionals, such as doctors, psychiatrists, and psychologists. This may be necessary depending on the nature of the problem and the degree of intervention required. External referrals will be discussed with the student and their parent/guardian and the rationale for the referral will be explained. Counsellors will facilitate and collaborate in this referral process with the consent of the parent or guardian.

1.3.5 Support for Staff

DiST recognises that staff may, at times, need support. Counselling services are available to all staff, and employees will be afforded reasonable time of work to attend counselling and support sessions. All employees are encouraged to make use of these services if they are feeling stressed, for whatever reason. Any employee can telephone and arrange an appointment in confidence concerning their condition, the causes of it, and appropriate action which might be taken to assist them.