

RESPONSIBILITIES OF COLLEGE COUNSELLOR

- **Identification of students with problems. To be done through :**
 1. Screening of academic performance.
 2. Reports of teachers , parents and students
 3. Through use of standardized psychological tests.

- **Provision of guidance and counseling related to:**
 1. Personal Problems
 2. Educational Problems
 3. Career and Vocational Concerns

- Provision of activity calendar for tutorial groups.
- Conduct of group personality assessment on a specified date and time by displaying it in form of notice on notice board and classroom announcement.
- Talks related to mental health to be delivered to students in Personality Development classes:

Topics to be covered are:

1. Parent –adolescent conflicts
 2. Heterosexual relationships
 3. Sexual Abuse
 4. Laws pertaining to rape , molestation ,etc.
 5. Reproductive health
 6. Stress Management
 7. Depression
 8. Anger Management
 9. Self assertion
 10. Nutritive Diet
 11. Health and Exercise
 12. Suicide Prevention
- Organizing workshop/seminars in the college along with different faculties related to holistic development of the students.
 - Maintaining records and follow up of all the counseling cases that come to us and referrals.
 - Taking over the charge of helpline along with other faculty members.
 - Involvement in purchase of books and psychological tests required for counseling.
 - Sending relevant articles and messages through e- mails to the entire college staff.
 - Contacting the parents and teachers in need and discuss the problems as well the action to be taken.
 - Informing the principal about chronic cases and keeping her informed time to time about the counseling given.