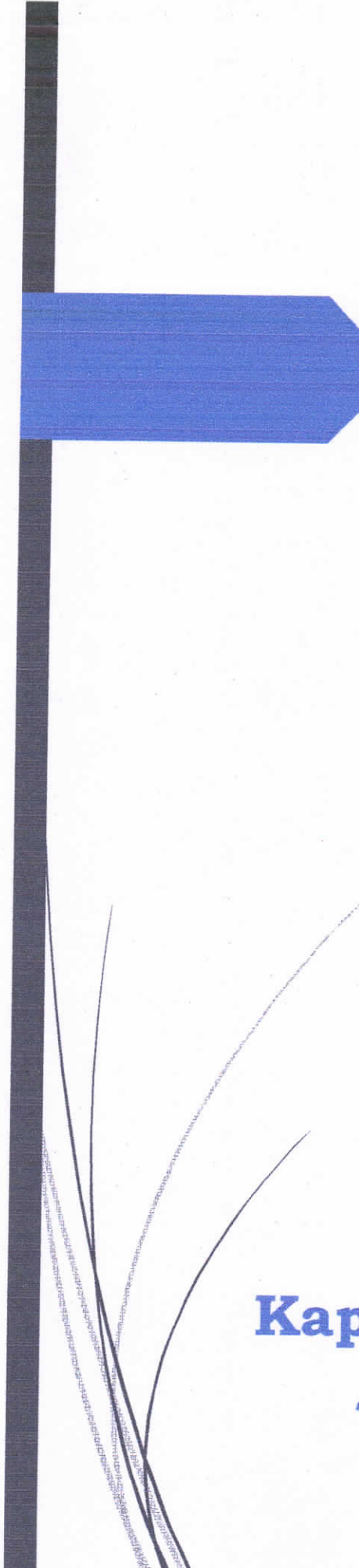


# Counseling Policy & Procedure

2020



**Kapilvastu Multiple Campus  
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## Chapter I

### Counseling Policy

#### 1.1 Background

Counseling is a supporting student to solve their problem themselves. Counselor endeavor great deal of time and energy in advising students, helping them realize their full potential and supporting them along the way. Counseling may range from exploring students' problems or needs and advising students on meeting graduation requirements to working with students and families in crisis. Counseling process also coordinates and directs all aspects of college placement and career guidance services.

Counseling is the process which supports the students to identify their potential capacity helps to reduce stress, self-assess the interests, and know their personality that will help students in further career selection. Counseling is the two-way communication process and sharing feeling, needs, problem and ideas. According to J. E. Smith, Counseling is the process in counselor has a broad discussion related to counselee's interest, planning, and adjustment.

#### 1.2 Commitment of Campus

Kapilvastu Multiple Campus is committed to offer professional and academic Counseling to needy students' accordance with the international standard of Counseling. We do believe that counseling service aids to upsurge academic outcomes of the students and yield for social adjustment in the campus



### 1.3 Expanses of the Policy

- 1) Establishing Counseling mechanism and operationalize it within the college premises
- 2) Professional Counseling or psycho-education services be made available to all students, staff and families regarding student's psychological health, motivation, assimilation, adjustment in campus and wellbeing;
- 3) The campus's Counseling services be accessible to students
- 4) Counseling service within the ethical guidelines as lay out by counseling doctrine.
- 5) Provide preventative and point of need Counseling directly to students, and teachers;
- 6) Provide Counseling services to support students in managing short term issues at no additional cost. Where there are ongoing or acute concerns, beyond which the campus Counselor can reasonably be expected to provide for, students will be referred to external providers.

### 1.4 Notion of the Counseling

Counseling is voluntary process or prior consent is necessary to precede the Counseling.

### 1.5 Objectives

- 1) To facilitate overall academic, educational and individual growth for students.



- 2) To assist students to develop skills to learn effectively and to maintain positive attitudes and behaviors.
- 3) To provide assistance to students experiencing difficulties those are outside the pastoral role and/or professional expertise of the students.
- 4) To outline the provision of the Counseling service provided by the College
- 5) To provide correct, concise and clear information to visitors' students who wants to enroll in the college in terms of enrollment procedure



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## Chapter II

### Counseling Procedure

#### 2.1 Service delivery procedure

- 1) One-to-one information sharing, motivational, supportive and problem-solving Counseling by appointment
- 2) Daily drop-in sessions for students wanting to see a counselor at short notice and for a short time
- 3) Interaction with teaching and support staff to support the student as a role of counselor
- 4) Workshops for students on various topics such as anger management, life skills self-esteem and relaxation.
- 5) Create favorable environment to supporting students helps to implementation of advice
- 6) Online support to staff and students
- 7) Group or individual Counseling sessions
- 8) Counseling sessions are confidential to the student
- 9) Counseling sessions are up to 50 minutes and students normally attend on a weekly basis though the frequency of the sessions may reduce where a student is coming to the end of their support.
- 10) It is advised that counselors position their seating with clear access to the door.



## **2.2 Mechanism for Counseling Service**

Students Counseling and Employment Promotion Sub-committee is principally responsible for the offering, managing and monitoring the Counseling service in the campus.

## **2.3 Counseling Desk**

Counseling and Employment Promotion Sub-committee initiate to establish Counseling Desk within the college. Largely, Counseling Desk provides Enrollment Counseling, Academic or educational Counseling and problem-solving Counseling to needy students.

## **2.4 Confidentiality**

Students should be informed of the terms of the Counseling indenture and the limitations of confidentiality, and agree to these before Counseling begins. Counseling sessions are confidential to the student. Except they have the student's prior consent, the counselor will not pass on to a third party any information regarding a student's attendance, their presenting issues or their unending issues.

## **2.5 Record-keeping.**

Confidentiality is the prime notion of the Counseling. All Counseling records and information should keep securely beyond the access of other persons. The record keeping format is given in the Annex 1.



## 2.6 Counselor Qualification and Competencies

All counselors are required to have a minimum qualification or they must have skillful on academic Counseling or they must have successfully completed training regarding on academic Counseling or professional Counseling.

## 2.7 Who is Counselor?

Campus will initiate the recruitment of Professional Counselor or exaltation the faculty members or administrative staff as the Professional counselor. Campus will be organized Counseling training to all faculty members and administrative staffs consequently; all faculty members and administrative staff are counselor.

### Referring for service

Students can self-refer or may be referred by academic faculty members or administrative staff.

### Role and Responsibility of Counseling Desk:

1. Make available a direct and face to face counseling service to meet the Counseling needs of vulnerable students.
2. Offer Counseling and information to visitor's students who want to enroll in the campus.
3. Deliver indirect service that includes advising or consulting with teachers, staff, parents or.





4. Exercise according to counseling professional code.
5. Define confidentiality to mean-the privacy of information obtained in a relationship of trust between a counselor and a student.
6. Referral the students for further supports to faculty members.
7. Allow students to approach the counselor to discuss issues of concern with the expectation of confidentiality.
8. Entail that the conditions of confidentiality are explained to students during their first Counseling appointment
9. Facilitate parental involvement with counseling services when relevant and necessary.
10. Recommend that the student attend an outside agency (general health / mental health / welfare) if the student requires support beyond the Campus Counseling Desk.
11. Discourse referral, where appropriate, with the parent/s or guardian/s and the student prior to the referral being made.
12. Afford educational services to students and staff relevant to student wellbeing issues as required.

## 2.8 Implementation of the Policy

This policy is implemented through an amalgamation of:

- 1) Establishment of Counseling Desk with separate Counseling room
- 2) Establishment of Enrollment Counseling Desk in the premises of the college.



- 3) Develop academic Counseling training package;
- 4) Based on the Counseling training package, organize training for all faculty members and administrative staffs;
- 5) Staff training in identifying vulnerable students and effective referral processes;
- 6) Interaction program with parent/ local guardians;
- 7) Organize adjustment program to newly enroll students;
- 8) Effective referral management within and outside the campus;
- 9) Effective communication and grievances redressed procedures;
- 10) Effective record keeping procedures; and
- 11) Initiation of corrective actions where necessary.
- 12) Assess the effectiveness or impacts of the Counseling



Annex - 1

Counseling Recording Form

Name of Counselor:

Designation of Counselor:

Date:

SN	Student Name or Name of Visiting Student	Address of the Students	Faculty and Year or Semester	Email and Contact No	Counselling Issues and Advice



*(Handwritten signature)*