

Students Counseling Policy

Life is a Purposeful Action

Student Counseling Facility has been established to help the students in solving their specific problems related to academics, personal, psychological etc. so that they are able to achieve academic excellence, develop an integrated personality during their stay on the campus.

The Counseling services cover all undergraduate and postgraduate students, with particular emphasis on improving academic performance of academically deficient students.

Counseling Facility will be headed by Associate Dean (Discipline and Counseling) under the directions of Dean (Student Welfare). With approval from Director, NIT Hamirpur, a counseling committee is being constituted to support the students of Institute to lead healthy life. This team will be assisted by Student Services help-desk comprising one student counseling representative from each department/centre. For general counseling, students can approach Dean (Discipline and Counseling) and the team members with their problems. By maintaining the confidentiality of all types, the student will be counseled by internal team and if needed will be supported by external agencies.

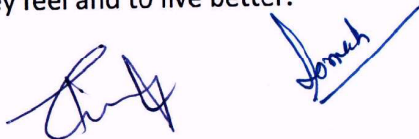
ISSUES SEEK COUNSELING

- **Cultural Value Disorders**
- **Alcohol/Drug Abuse Issues**
- **Academic Issues**
- **Behavioral Issues** like dominance, complexes (superiority and inferiority), anxiety, anger, frustration, depression and excessive use of mobiles and media.

DRAWING STRATEGY CANVAS TO ADDRESS COUNSELING SEEKING ISSUES

1. The context and role of the Counseling Service at NIT Hamirpur

- I. National Institute of Technology Hamirpur is committed to support the students and recognizes the importance of a student's health and wellbeing in relation to his/her progression in the personal and academic life. A student's mental health and wellbeing is very important for the Institute and Nation. It is recognized that the pressures on young people can affect their mental health and wellbeing, and that young people in education can experience high levels of stress and change, and be extremely vulnerable (BACP 2016).
- II. Counseling is a form of psychological or talking therapy that offers people a chance to change how they feel and to live better.



- III. The key task of the Institute is the education of its students, and implicit in this statement is the understanding that students work more effectively in a supportive environment which encourages personal development and autonomy. Students who feel in control of their personal lives are more likely to achieve educationally and contribute to the overall success of the Institute.
- IV. Students seek help from the counseling service for many reasons. These presenting issues may be having an effect on their wellbeing, or they may have noticed a distinct change in their behaviour and emotion at home, college or in their social lives. Examples of presenting issues are bereavement, anxiety, stress, personal and family relationships, personal and sexual identity, eating problems, self-harm, bullying and, anger management. Some students seek help due to unresolved issues from their childhood such as physical or sexual abuse, or neglect. Others seek help as they are having suicidal thoughts or have made a suicide attempt.
- V. The counseling service provides students with support at a time when they are most vulnerable and aims to contain the distress of vulnerable students. However, the counseling service cannot take responsibility for all mental health issues arising in the Institute and will work together with other key staff to support students in distressing situations.
- VI. Counseling aims to help students, through individual or group work, to feel they are in control of their own lives, able to make choices and decisions, and to put them into action. It also allows the student to talk through past events and to come to a greater understanding of them. Counseling offers the opportunity for the student to talk and be heard in a safe, non-judgmental environment. NIT Hamirpur will play the role in this process to facilitate the student's personal development in ways, which respect their values and ability for self-purpose.
- VII. The counselor/counseling team will not usually give advice but will help the student find their own answers. Having said this, psycho-education is playing an increasingly bigger part in counseling, empowering students with knowledge around certain psychological theories and self-help interventions.
- VIII. Counselors/counseling team may carry out other tasks including delivering workshops to students and staff on topics including anti-bullying, self-esteem, relaxation or anger management.
- IX. The counseling team also offers group mediation to students and staff to enable parties to find a resolution to a conflict.
- X. Counselors also liaise with external agencies and maintain links with these to support the wellbeing of students.



2. Entitlement to Counseling

- I. The Counseling Service is available to all students of NIT Hamirpur. However in order to maintain professional and ethical boundaries, students who also stay at UG, PG and Doctorate Level can take the support of multiple programs related to Counseling.
- II. The Counseling Service operates during term-time. Students seeking counseling during the Institute vacations or evenings are referred to appropriate external agencies through Health Centre of NIT Hamirpur.

3. Confidentiality

The Ethical Framework of NIT Hamirpur will aim that the counseling team will offer the highest possible levels of confidentiality in order to respect the student's privacy and create the trust necessary for counseling.

Counseling sessions are confidential to the student. Unless 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 ongoing issues.

However, in exceptional circumstances the counselor may take the decision to break confidentiality, with or without the student's consent, if necessary wherein his/her professional judgment:

- there is a risk of the student seriously harming themselves or being harmed
- there is a risk of another person being harmed
- there is a risk of a serious crime being committed.

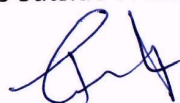
4. Service delivery

The Counseling Service offers the following:

- One-to-one counseling by appointment. For 1st appointment, a student is free to approach at any time to the Consoler in working hours.
- Institute will arrange Mediation sessions for the students with the help of different spiritual and professional agencies.
- Workshops for students on various topics such as anger management, self-esteem, relaxation, fitness regimes, educational exposures and methods to improve academic performance.
- Email and WhatsApp support to students

5. Referring into the service

- Students can self-refer or may be referred by teaching or support staff.
- Students can be referred directly to the service, email or through the Student Services help-desk.
- The counseling service will initially offer session to the seeker. If a student still requires further support he/she may be referred to an external service which may be able to meet his/her need.
- Students will arrange their sessions outside of class times.



- Institute Counselors develop and maintain an effective network of internal & external referral agencies and refer students as appropriate and wherein their best interest.
- Communication is to be kept within Institute hours.

6. Record-keeping

The Counseling Cell of Dean (Student Welfare) aims to prepare database of all the students studying at NIT Hamirpur and will keep record of the contact details of their parents/guardians. Each student studying at NIT Hamirpur will be contacted on regular basis by Counseling Cell of Dean (Student Welfare) through bulk Messaging Services.

Regarding Counseling, a special care will be taken to maintain the record in a confidential manner.

- Confidentiality of all information kept about a student is of paramount importance. All counseling records and case notes are kept securely in locked drawers in the counseling room. Access to counseling information is restricted to counselors (internal and external), Student Services Administrator, Faculty Incharge (Counselling), Associate Dean (Student Discipline & Counselling) Dean (Student Welfare) and the Director of Institute.
- Records will be destroyed three academic years after the year in which their counseling commenced. Records will be disposed of safely and securely with the approval from Director, NIT Hamirpur.

7. Marketing Strategy

The counseling service is promoted to students via:

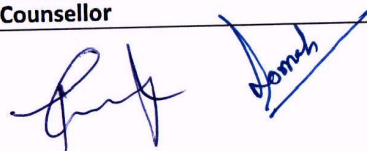
- Freshers' Welcome Party
- Each student will be contacted for Fitness Regimes, Study Patterns and Spiritual and Cultural Values through Bulk Messaging Service (through Mail and Mobile)
- Student Services publicity materials and posters
- Health Awareness Programs

8. Counseling Team

The Counseling Committee of NIT Hamirpur will work under three tiers: Internal Committee, External Committee and Student Committee.

First Tier: Internal Counseling Committee

S.No.	Constituent	Position
1.	Dean (Student Welfare): (Ex-officio)	Advisor
2.	Associate Dean (Student Discipline and Counseling): (Ex-officio)	Chairman Cum Counsellor
3.	Associate Dean (Student Activities): (Ex-officio)	Counsellor
4.	Head of each Department/Centre	Counsellor



5.	Regular Doctor from Health Centre (Ex-officio)	Counsellor
6.	Coordinator /Faculty Incharge (Counseling) (will be designated on annual basis)	Counsellor-cum- Student Counselling Administrator
7.	Minimum Five faculty members will be designated as Internal Counselors	Counselors
8.	A Person from Ministerial Staff	Student Service Administrator (For Record keeping, communication with students regarding Bulk Messaging Service and for Initial Assistance for counseling)

The term of office of the members, other than the ex-officio members of the Internal Counseling Committee will be one year.

2nd Tier: Student Counselling Committee (Student Counselling Representatives)

S. No.	Position	No. of Posts
1.	Head (Student Coordinator)	01
2.	Student Coordinator (UG Level)	01 from each Department/Centre
3.	Student Coordinator (PG Level)	02
4.	Student Coordinator (PhD Level)	02

3rd Tier: External Counselling Committee

S.No.	Constituent	Position	Requirement
1.	A Psychiatrist (available in the nearby area, can be requested to visit Institute twice a week in the evening on payment basis)	Professional Counsellor	Needs to be designated.
2.	The Counselling Cell aims to invite Professional Medico-Counsellors to deliver talks/ workshops to students throughout the semesters.		

This policy is tailored with the support of documents of below mentioned agencies

- Child Protection and Safeguarding Policy
- Prevent Strategy and Guidelines
- Substance Misuse Policy
- Confidentiality Policy
- Complaints policy
- Grievance Procedure for Students

