



SANT BABA BHAG SINGH UNIVERSITY

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Ref. No. SBBSU/SF-Counsl./03/2021

Dated: 06/04/2021

CIRCULAR

Subject: Establishment of “Students Counselling System” at SBBSU

This is for the information to all that referring to:

1. NAAC-University-Manual dt. 1/3/2021
2. UGC guidelines: Governance in Higher Education: Hand Book for Vice-Chancellors © University Grants Commission October, 2019
3. UGC Guidelines for Induction and Mentorship for Teachers of Higher Education dt. 22/01/2021
4. UGC letter no. D.O. No. F.1-11/2014 (CPP-II) UGC CPP Bureau dt. 27/01/2016

A, broad based “Student Counselling System” has been established at Sant Baba Bhag Singh University for the effective management of problems and challenges faced by students. Students’ concerns related to their academics/personal/career planning will be addressed through counselling sessions and other related activities.

The purpose behind is not to comply with the UGC or NAAC instructions/guidelines only but to create an environment in the university where students can approach for both educational and personal assistance.

The counselling sessions cater (but not limited) to the following:

- **Academic Counselling:** Mentoring and counselling university students for academic difficulties and encourage/help them to achieve their academic goals
- **Career Counselling:** Providing guidance to students on career related matters and assist them in exploring new opportunities. Career Counselling help the students to clear the confusion about what career path to choose. The Training and placement cell along with institute teacher counsellor cater to varying counselling needs of students throughout counselling sessions.
- **Counselling for personal issues of students:** The students may approach to the university counsellor even for the following situations also:
 - Uneasy or fearful in facing your parents because of your academic performance.

- Some awkward incidents happened in the campus, hostel related to you or with others which is bothering you.
- Sometime you are not also feeling well but don't know the actual reason.
- Some strange behavior of your friends which may be alarming or unusual.
- Confusion with career related decision etc.

The students may directly come to the Counselling Cell (**Room no. 317, Block 5**) on all working days or contact telephonically @ **+91-78370-10666** even on off days(**in case of urgency**). These provisions are absolutely confidential.

NOTE: Special Counselling session for hostellers once in a fortnight by senior Lady Faculty in Girls' Hostel and by senior Male Faculty Member in Boys' Hostel and once in a month by University Counsellor.

- **Counselling for teaching and non teaching staff of university:** Apart from counselling students, cell is devoted to counsel teaching and non teaching staff of the university, whoever needs it.

Composition of Counselling Cell

Sr. No.	Designation	Role
1	University Counsellor	Chairperson
2	Dy. Dean Academics	Member
3	Dy. Director Student Welfare	Member
4	Training & Placement Officer	Member
5	Institute Counselling co ordinators	Member(s)
6	Chief Warden (Boys' Hostels)	Member
7	Chief Warden (Girls' Hostels)	Member
8	One professional counsellor(preferably psychiatrist)	Member

Duties/Responsibilities of team members of Counselling Cell

University Counsellor:

- To synchronize the overall counselling processes and procedures and to develop, review and evaluate plans and setting directions to assist/mentor/ counsel students for their academic /career/personal/financial decision making.
- To Counsel teaching & non- teaching staff of university

Dy. Dean Academics:

- To provide the information(as and when required) related to students' academic performance e.g. result, attendance, their participation in academic activities etc.
- To co ordinate the academic activities anticipated/proposed/ arranged by Counselling Cell.

Dy. Director Student Welfare:

- Being associated with the students from day one when they get admitted in the university, his/her involvement (as and when needed) could be a great contribution in the counselling process in terms of sharing information e.g. geographical or economical background/constraints/barriers/limitations etc.

Training & Placement Officer:

- To give training and guidance to students on career related matters and assist them in exploring new opportunities.
- To arrange/coordinate the events related to career planning as anticipated /proposed by Counselling Cell.
- To provide students generic inputs about skills & behaviours, recruiter expectations, career paths and challenges, specialization related guidance, sector specific guidance, and individual specific career guidance.
- To maintain the records of abovementioned activities/events and submit the same in the office of University Counsellor within 2 days after the event.

Chief warden Boys' Hostel & Girls' Hostel:

- To address the students' issues related to their stay at university hostels as recommended by the counselling cell so as to make their stay in hostels comfortable.
- To co ordinate with the counselling cell in planning and arranging counselling sessions in hostels
- To bring their own observations on the student related issues those needing attention into notice of the university counsellor.

Institute Counselling co ordinators:

- To prepare a schedule(student wise) of counselling sessions keeping in view the time table of the respective institute and the fact that each student of the institute must

attend 3 counselling sessions per semester and batch size is not more than 15 students per session.

- To ensure the submission of hard copy of counselling schedule, duly signed by the dean of the concerned institute, in the office of University counsellor before implementation.
- To sensitize the students about the role/functions of Counselling cell.
- To keep the information/inputs shared by students confidential and discuss the issues/problems with the university counsellor so as to find the best possible solutions.
- To prepare the counselling reports in prescribed formats and submit the same in the university counselling cell

NOTE: Wherever confidentiality is not a concern, Students' attendance/ feedback would mandatorily be recorded for counselling sessions/activities.

This circular is issued with the approval of competent authority.



(Dr. Anju Sood)

Counsellor SBBSU & In charge NAAC Criteria-IV

To:

1. Secretary, SBBSMCS (for kind information, please)
2. Vice Chancellor, SBBSU (for kind information, please)
3. Registrar, SBBSU (for kind information, please)
4. Director NAAC (for kind information, please)
5. Dy. Dean Academics
6. Dy. Director Student Welfare
7. Training & Placement Officer
8. Institute Counselling co ordinators
9. Chief Warden-Boys' Hostels
10. Chief Warden-Girls' Hostels)
11. Deans/Dy. Deans/CODs (for circulation among faculty/students of respective institute)
12. All Notice Boards