

# **The Lords Universal College of Education**

## **Counselling Cell**

### **Standard Operating Procedure (SOP)**

Counselling cell of the institution is one of the best practices it can boast. The cell is established to achieve following **objectives**:

- To cater to the mental health of the student teachers and the staff
- To train students-teachers in basic counselling skills
- To create awareness about the issues and problems-related to the mental health of school students

#### **Procedure**

A committee comprising of the principal, the staff and the counsellor is constituted to look after the activities under the cell. An official counsellor from the department of counselling from Universal Group is assigned specially for individual counselling, administering the psychological tests and maintaining confidential records.

**Activities:** Following activities are conducted under counselling cell:

- **Personal guidance**

Institution ensures that at least once each student is provided with the personal guidance by the official counsellor. These sessions may continue for special cases identified by the counsellor.

- **Mentoring by teachers**

Teacher educators of the institutions are allotted a group of students for mentoring throughout the term for discussing academic and personal problems that may hinder their course-related work.

- **Gust lectures on personal and career guidance**

Universal Education is a big organisation that encompasses all the departments of educational needs. Counselling department one of the units

that caters to school and college students counselling needs efficiently by appointing well-qualified counsellors. Institution also avails this expertise by inviting the experienced counsellors for orientation sessions for student teachers.

Institution is also planning to arrange sessions in the form of online webinar or F2F workshops on early identification of mental disorders in school students by expert psychiatrists. This would make students and teachers aware of the varied problems of students that may go unnoticed and become serious concerns later if not detected at the right time.

- **Administration of psychological tests**

The official counsellor in-charge administers tests that would be required for better counselling sessions on individual.

- **Certificate course on basic counselling skills**

The institution has designed a well-researched certificate course for training students-teachers for basic counselling skills that every teacher requires to mentor school students.

- **Yoga & meditation**

It is a worldwide accepted fact that Indian ways of meditation and yoga have been proved effective in maintaining mental health. Institution at regular morning assembly has one activity of yoga exercise for students as well as teachers. Special Training Programme of not less than 20 hours on Yoga is organised by every batch for ensuring stress-free completion of B.Ed. Programme.

- **Mindfulness and Heartfulness sessions**

Institution organises the Heartfulness workshop by inviting volunteers from the International Organisation of Heartfulness. It is an effective exercise for relaxation and concentration.

Similarly, the teachers generally begin their lectures with quick mindfulness activities in the class.

Thus, institution is committed to the all-round mental and physical wellbeing of the student teachers.

## **Meetings**

Every year two meetings of the members of the Counselling Cell are held in the beginning of the year to plan for the activities for the entire term and the second meeting to take the stock of the activities conducted in the foregoing term.

## **Documentation**

The Minutes of the Meetings and Reports of the activities conducted under the cell are maintained.

Students' feedback is taken to ensure the fulfilment of the set objectives and raise the quality graph.

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## **REPORT OF COUNSELLING ACTIVITIES 2018-2019**

As part of Campus Placement Drive, one day Counselling session was organized on the topic 'Role of Teacher as a counsellor' for 2017-2019 batch in the month of January 2019. It started with one day expert talk by Dr. Fatima Rashid ma'am an expert in the area of Counselling associated with the Universal Group of Institutions. This was followed by individual counselling of second year students carried out by two expert Counsellors from Universal Dahisar school. In this individual Counselling, more than 35 students participated and received the benefit of Counselling.



