



# CMR COLLEGE OF ENGINEERING & TECHNOLOGY

Kandlakoya (V), Medchal Road, Hyderabad -501401.

CMRCET/PRIN/SCC/ AY2014-15 /CIR/01

Dated: 06.05.2014

## Circular

This is to inform all the Committee members of the Student Counseling Cell, that there will be a meeting of the committee, at 2 p.m. on 8<sup>th</sup> of May 2014.

The Agenda for the meeting is as follows –

1. Review of the previous semester's counseling activities.
2. Planning activities for the forthcoming semester.

It is mandatory for all the committee members to attend.

  
**S. Fatima Mary**  
(Convener)  
Student Counseling Centre

  
**Principal**

Copy Submitted to: The Secretary garu (for kind information please)

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## STUDENTS COUNSELING CENTRE

### MINUTES OF THE FIRST MEETING for the academic year 2014-15

The first meeting for the academic year 2014-15 of the Students counseling centre was called for by the Convener Prof. S. Fatima Mary on the 8<sup>th</sup> May 2014. The meeting was held in the Conference hall at 2 pm.

#### Agenda

1. Revamping of the **Standard operating System** of the Student Counseling Centre
2. Review of the previous semester's counseling activities
3. Planning activities for the forthcoming semester

#### Attendees

The meeting was presided over by the Chairman Dr. M. Ramalinga Reddy and attended by the Convener, and the members.

The members discussed the changes needed in the Standard operating System of the Student Counseling Centre. As there were not many changes to be done all the members agreed upon the following SOP -

### Standard Operating Procedure

1. **Purpose:** We, at CMRCET, recognize the fact that the adolescent students, irrespective of their gender, go through emotional turmoil and may be confused at this stage of their lives. As a result they may not be in a position to deal with them. In order to make sure that they emerge successfully from this transitional phase, we, at CMRCET, constituted, as per UGC and AICTE guidelines, a student counseling cell which would come to their rescue in case of any issues in the year 2010. The counseling cell addresses all aspects of an individual so that they are culturally and mentally at home during their stay at the college. We help the students to identify to take control of their emotions so that they gain the necessary psychological stability needed to work in a culturally dynamic world. The college takes the help of professionals like psychologists and psychiatrists in certain cases.
2. **Vision**  
To provide psychological and emotional support to students so that they become psychologically healthy and emotionally stable individuals
3. **Mission**
  - To counsel students in various aspects of psychological and emotional well being.

- To help all the stakeholders i.e. the students, the parents, the teachers and the management to deal effectively with various issues related to their interpersonal and intrapersonal relationships.
- To help the students to negotiate the academic challenges and the pressures they face during the course of their study at the college

#### 4. Objectives

- Improves personal development.
- Shapes the Student for decision taking and making the process by developing their interpersonal skills.
- Induces teamwork and leadership qualities.
- Includes a greater degree of self-awareness and understanding of themselves and others. This improves self-esteem, and becomes reflective in their personal relationships. Life feels more enjoyable and fun! The students feel better about themselves and who they are

5. **Scope:** All students and staff of the college.

6. **Counseling Committee Composition:**

Position	Designation	Department
Chairperson	Principal	CMRCET
Convener	Senior Faculty	Any Department
Members	Senior Faculty	All Departments

With reference to “UGC GUIDELINES ON SAFETY OF STUDENTS ON AND OFF CAMPUSES OF HIGHER EDUCATIONAL INSTITUTIONS,” a students’ counseling system is constituted in the college. The counselor appointed by the college, coordinate with other stake holders such as the principal and other teacher counselors and the students for an effective functioning of the cell.

#### 7. Roles and Responsibilities of Student Counselors

- Listen to Student Concerns. The primary duty of a student counselor is listening to students.
- Develop Solutions and Goals.
- Mediate and Resolve Conflicts.
- Assist with Career and Academic Development.
- Develop Counseling Programmes.
- Work with individuals, groups and communities to improve mental health.
- Encourage students to discuss emotions and experiences.
- Examine issues including substance abuse, ragging, anger management, careers, depression, relationships, LGBTQ issues, self-image, stress and suicide.
- Help students to deal with the cultural and emotional changes which arise due to sudden social changes
- Give a helping hand to students in negotiating a challenging and an important period in life.
- Help to take control of their emotions and understand them better.
- Organize sessions with expert counselors for awareness raising camps
- Provide counseling sessions for students who need them
- Train them in forming healthy relationships with people around them

Counseling services goal is to provide quality assistance that will create a safe, supportive and affirming student environment. Counseling is available to diverse student population requiring assistance, and students are encouraged to seek help from the following counselors:

## **Students**

- All Genders
- All Years Students

## **Approach**

- Walk-in
- Appointments
- Referrals
- Requests

## **Counseling Services**

- Academic
- Career
- Diversity
- Personal

## **Punitive Action**

- Assessment
- Plan of action
- Documentation
- Follow-up

## **Information to Students**

- On Orientation Day
- Brochure
- Notice Boards
- Word of Mouth
- Counseling Activities
- Referrals
- College Website
- Newsletters and Magazines

## **Location**

Counseling Centre

## **Contact Info:**

Ph. No: 9885192012

E-mail: [Couns.fatima@gmail.com](mailto:Couns.fatima@gmail.com)

[fathimamary@cmrcet.org](mailto:fathimamary@cmrcet.org)

## **Activities:**

1. Training of Faculty by Psychologists
2. Attending special workshops conducted by the University or JKC/TASK
3. Making students perform skits as part of the various awareness Programmes

4. Screening of videos, Films, TED talks etc.
5. Inviting guest speakers – from the police dept
6. In-house training of the faculty by the senior faculty

#### **Frequency of Meetings:**

The SCC shall meet at least once in each semester and as and when required for special reasons. The meetings may be chaired by the Chairman and the convener will be responsible to call for the meeting and take the minutes.

This is for strict compliance of all concerned and to be followed religiously in letter and spirit.

The meeting commenced with the Chairman appreciating the committee members on the laudable works done during the previous semester.

The members then apprised the Chairman of the previous semester's activities which were as follows –

- Workshop by a senior faculty on Handling students in the class room
- Workshops for students/Faculty on Self Motivation/Counseling - 4 events

Out of the 5 events that were originally planned, only 4 events could be done. One of event was cancelled because the Guest speaker had some unforeseen emergency.


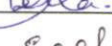
#### **Activities Planned**

S. No.	Name of the event	Date
1	Anti-Terrorism Awareness Programme to Promote Societal Peace	31.07.2014
2	An Awareness Programme on World Organ Donation Day: Importance of Organs Donation to Create Empathy	06.08.2014
3	An Awareness Programme on Preventing the Usage Plastic Bags to create communal harmony	08.08.2014
4	Awareness Programme on National Flag & its importance	10.08.2014
5	Ozone Day Awareness Programme to create peaceful environment	18.09.2014
6	A seminar on Indian Culture & Civilization	29.09.2014
7	A Seminar on "Creating Awareness about Toxic Free Lifestyle" for Harmonious community	21.10.2014
8	A Safety, Security and Threat Awareness Training Programme for Girl Students	22.11.2014
9	Communal Harmony campaign week for Gender Equality	19 <sup>th</sup> to 25 <sup>th</sup> November 2014
10	An Awareness Programme on National Song and	25th Nov 2014

	Anthem	
11	Aids Day-An Awareness on Prevention of AIDS Disease to promote fair treatment and Love for victims	01.12.2014
12	An Awareness day on Army Defence Welfare	20.12.2014
13	An Awareness Programme on Importance of Indian Constitution.	24.01.2015
14	Role of women in Nation building	27.01.2015
15	Women's Day: Perseverance for Gender Equality	08.03.2015
16	An Awareness Programme on Anti-Drugs Day to promote right conduct	12.03.2015
17	A Programme on Promoting the Spirit of Patriotism	21.04.2015

The meeting came to a close after all the attendees resolved to work for the welfare of the students.

Faculty who attended the first meeting of the Students counseling center on 8<sup>th</sup> May 2014 for the Annual Year 2014 – 2015

S.No	Name of the member	Designation	Signature
1.	Dr. M. Ramalinga Reddy	Principal/ Chairman	
2.	Ms. S. Fatima Mary	Associate Professor	
3.	Ms. PremaLatha	Associate Professor	
4.	Ms. Sruthi	Associate Professor	
5.	Mr. Sridhar	Associate Professor	
6.	Dr. BalaSubrahmanyam	Associate Professor	
7.	Mr. Suresh	Associate Professor	
8.	Ms. P. UshaVaidehi	Asst. Professor	



**Prof. S. Fatima Mary**  
**Convener**  
**Student Counseling Centre**

  
**Principal**