



# S.A. COLLEGE OF EDUCATION

A Minority Institution, Run by Nalanda Minority Educational & Welfare Trust  
(Recognised by Govt of Bihar)

Ref. No. :

Date : 10/12/2025

## S A COLLEGE OF EDUCATION

### Appointment of Student Counselor For BBA, BCA & MBA Courses

#### 1. Introduction

The institution recognizes the importance of emotional well-being, academic guidance, and personal development of students. To support students in addressing academic, psychological, social, and career-related concerns, the institution has appointed a **Student Counselor** for students enrolled in **BBA, BCA, and MBA programmes**.

The Student Counselor plays a vital role in promoting mental health, academic success, and overall student welfare.


#### 2. Objectives of Appointing a Student Counselor

- To provide professional counseling support to students
- To assist students in managing academic stress and personal issues
- To promote mental health awareness and well-being
- To guide students in career planning and decision-making
- To create a supportive and inclusive learning environment

#### 3. Scope of Counseling Services

The Student Counselor provides support in the following areas:

- Academic stress and performance issues
- Emotional and psychological concerns
- Behavioral and adjustment issues

  
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- Interpersonal and family-related problems
- Career guidance and goal setting
- Referral to external professionals if required

## 4. Appointment of Student Counselor

### 4.1 Eligibility & Qualification

The Student Counselor shall:

- Possess relevant qualifications in Psychology / Counseling / Social Work
- Have experience in student counseling or related fields
- Adhere to ethical standards and confidentiality norms

### 4.2 Mode of Appointment

- The Student Counselor may be a full-time / part-time / visiting professional
- Appointment approved by the Head of the Institution / Management

## 5. Roles & Responsibilities of the Student Counselor

- Conduct individual and group counseling sessions
- Maintain confidentiality of student information
- Identify students requiring special attention or support
- Coordinate with faculty, mentors, and parents (when appropriate)
- Conduct awareness programs on stress management and mental health
- Maintain counseling records and submit periodic reports

  
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## 6. Roles of the Institution

- Provide adequate infrastructure for counseling services
- Inform students about availability of counseling support
- Ensure a safe and non-judgmental environment
- Support counselor in implementing wellness initiatives

## 7. Counseling Procedure


- Students may approach the counselor voluntarily or be referred by faculty
- Appointments scheduled at mutually convenient times
- Emergency cases handled on priority basis

## 8. Confidentiality & Ethics

- All counseling sessions are strictly confidential
- Information shared will not be disclosed without consent, except where legally required
- Ethical guidelines of counseling profession strictly followed

## 9. Monitoring & Reporting

- Periodic review of counseling activities
- Summary reports submitted to Head of Institution / IQAC
- Feedback collected for continuous improvement

  
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## 10. Conclusion

The appointment of a Student Counselor reflects the institution's commitment to holistic student development, mental well-being, and academic success for students of BBA, BCA, and MBA programmes.

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*This policy is applicable to all students enrolled in BBA, BCA, and MBA courses of the institution.*

  
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