



ST. FRANCIS COLLEGE

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Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka

COLLEGE CODE : 1214

Counselling Cell Policy

The Counselling Cell at St. Francis College fosters the emotional, psychological, and academic well-being of students. It provides a confidential, safe, and supportive environment for students to seek guidance on personal, social, and academic challenges. The cell promotes mental health awareness and holistic development through individual and group counseling sessions, workshops, and seminars, empowering students with coping strategies and emotional intelligence to navigate college life with confidence and resilience.

Objectives

- To provide professional and ethical counselling services to students.
- To support students in dealing with academic stress, emotional distress, and personal concerns.
- To promote mental health awareness and encourage healthy coping mechanisms.
- To ensure a confidential and non-judgmental space for students to express their concerns.

Code of Ethics

- All counselling sessions are Kept **confidential**, However, in the following cases confidentiality will be interrupted with the consent of the students
 - If there is evidence of clear and imminent danger or harm to self /or others, a counsellor is legally required to report this information to authorities responsible for ensuring safety of the student.
 - Disclosure of information if required by law

Roles and Responsibilities

- **Counsellor:** Provide Individual counselling sessions, maintain confidentiality, Conduct and organize workshops, seminars to support students' well-being.
- **Faculty & Administration:** Encourage students to seek help and create a supportive environment.
- **Students:** Engage actively in sessions and practice suggested coping strategies.

Scope of Counselling Cell

- **Personal Counselling:** One-on-one sessions for emotional, social, and academic concerns.
- **Group Counselling:** Workshops, seminars and peer support group.
- **Crisis Intervention:** Immediate support in cases of emotional distress.
- **Wellness Programs:** Activities promoting mindfulness, stress management, and emotional well-being.

Procedure for Accessing Counselling Services

Counselling Services are available to **all registered students** of the institution,

- The students can voluntarily sign up for counselling session.
 - The students can schedule appointments via **email, online portal, or in person** at mutually convenient time during college hours with the counsellors and receive appointment/permission slip to apply DL if necessary.
- Walk-in sessions are available during designated hours for emergency concerns.
- College staff can refer students to the Counselling.

Stages of Counselling

- **Intake Session/Relationship building:**
 - It involves explaining the Informed Consent Form, Suicide Prevention Contract.
 - Detailed Case history taking and Mental State Examination.
- **Problem Assessment:** Understanding the student's concerns and needs.
- **Goal Setting:** Set therapeutic goals
- **Counselling intervention:** Set therapeutic goals and developing a personalized counselling approach and interventions.
- **Follow-up Sessions:** Reviewing progress and providing ongoing support.
- **Termination:** On successful resolution of concern and meeting of the counselling goals, the student – counsellor relationship is terminated.
- **Referral Support:** Directing students to external professionals if necessary.

Documentation and Feedback

The counsellor maintains meticulous case files with detailed notes per session, per client. These files are maintained in hard copy by the counsellor and kept under lock and key.

Feedback from every student is maintained in the feedback journal as an unbiased measure of the counselling success and which can be displayed to authorities only with the consent of the student.

Code of Conduct

- Students must attend sessions on time and inform in advance if they need to reschedule.
- Respect for counsellor and peer confidentiality is mandatory.

Crisis Management Protocol

- Immediate intervention for students in distress.
- Referral to medical professionals in case of psychiatric emergencies.
- Coordination with faculty and administration for special accommodations.

Evaluation & Feedback

- Students will be encouraged to provide feedback on the services provided.
- The Counselling Cell Policy will be reviewed and revised as necessary.

This policy is approved by the management and will be implemented effectively.


COORDINATOR


PRINCIPAL