

COUNSELOR MANUAL

A. Objectives of Counsellor

1.	To ensure overall development, individual care and training of the student through counseling and guidance.
2.	To share innovative ideas & suggestions of the students to the management.
3.	To share relevant information of the developments, awards & recognitions of the college to the individual student personally.
4.	To identify extra ordinary student's talent and groom them to that extent so that they can become the Brand Ambassador of the College.
5.	To help student in problem.
6.	To motivate student to maintain attendance.
7.	To ensure maximum participation of the Student in seminars, presentations, club activities and events.
8.	To give personal attention to each and every student.
9.	To make aware and clear about the system, rules and regulations.

B. Formation

Counselor for 1st Year Students:		
Once the admission process is over 1 st Year Coordinator will appoint counselor from his team on every 20 to 30 students, under the guidance of the Director.		
Eligibility	:	Counselor shall be appointed from PCM, Humanities and 1 st Year Subject Faculty
Batch File	:	Counselor will create and maintain
Appointment	:	Counselor will be appointed by 1 st Year Coordinator, under the guidance of the Director

Batch Size	:	Counselor will be responsible for 20 to 30 Students depending upon the Batch Size
Reporting	:	Counselor will report to the 1 st Year Coordinator
Handover	:	At the time of 1 st Year Completion, 1 st Year Coordinator will hand over all the files to the Branch HOD's of respective students.
<p>Counselor for 2nd, 3rd & 4th Year Students:</p> <ol style="list-style-type: none"> Once the student comes in 2nd Year, 1st Year Coordinator will submit Batch Files to the Branch HOD and the Branch HOD will appoint Counsellor from his team on every 20 to 30 students under the guidance of the Director. The Counselor Manual is being implemented in the Year 2016, therefore files of 2nd, 3rd & 4th Year students (if already not created) should be created by the Branch Counselor who is appointed by the Branch HOD, under the guidance of the Director. 		
Eligibility	:	Counselor shall be from Branch Faculty
Batch File	:	1 st Year Coordinator will submit Batch File Branch Wise and then will be maintained by Counselor
Appointment	:	Appointment will be done by HOD, under the guidance of The Director
Batch Size	:	Counselor will be responsible for 20 to 30 Students depending upon the Batch Size
Reporting	:	Branch HOD