



NUTECH COUNSELLING AND CAREER ADVISORY POLICY
(NC&CAP)

DEAN STUDENTS LIFE

NUTECH COUNSELLING AND CAREER ADVISORY POLICY **(NC&CAP)**

1. **Introduction.** Guidance and counselling always play an important role in the upbringing of children, traditionally done by parents, elders and teachers. However, in recent decades counselling has become a specialized field. To cope with the present day scenario and maintain the mental well-being of our students and Faculty / support staff, “NUTECH Counselling and Career Advisory Policy”, (NC&CAP) has been formulated. Through this policy, “NUTECH Counselling and Career Advisory” services are placed in DSL office. Sole purpose being to provide an opportunity to students and Faculty / support staff to settle their emotional and psychological issues in a secure environment and plan their careers in line with their aptitudes and interests.
2. **Aim.** To provide comprehensive policy guidelines to help students and faculty/support staff to develop a balanced personality, excel in their academic / professional pursuits and become responsible citizens.
3. **Objectives.** The main objectives of NC&CAP are as follows: -
 - a. To facilitate students and Faculty / support staff in overcoming psychological discomforts, anxieties, stress and depression and reach effective ways of problem resolution.
 - b. To identify the problem areas vis a vis, potentialities and provide professional advice to mitigate the negativities and capitalize on areas of strength.
 - c. To help students to plan their careers as per their abilities and aptitude.
 - d. To help students to equip themselves with skills and personality traits relevant to their career path.
 - e. To render advice / guidance to Faculty members to become partners in creating conducive learning environments at NUTECH.
4. **Provision of Counselling and Career Advisory Services.** Counselling services will be provided by an on campus Students’ Counsellor, however, for students with severe psychological issues services of Clinical Psychologist would be out sourced on as required basis. Career Advisory services will be provided by on campus Career Advisor. (Career Advisor Qualification: MS Career Counselling and Education) Charter of their duties is as following: -

5. **Students' Counsellor Duties.**

- a. Providing counselling services (individual, group) to students and faculty/support staff.
- b. Administering, scoring, and interpreting psychological tests when required in areas of: -
 - (1) Stress, anxiety, depression
 - (2) Intelligence
 - (3) Interests
 - (4) Personality
 - (5) Aptitude
- c. Providing immediate relief and counselling support to severe harassment cases.
- d. Assessment of requirements of Psychological Tests to be used as an aid in counselling sessions.
- e. Conducting research projects on as required basis.
- f. Emotional Intelligence Skills Workshops for students and faculty.
- g. Guidance to Mentors for effective mentoring process.
- h. Organizing Workshops, Seminars and Lectures on related topics for NUTECH community.

6. **Career Advisor Duties.**

- a. Conducting Pre-selection workshops for desirous applicants for admission to understand their interests and aptitudes while choosing their Engineering program as a career.
- b. Guiding students to choose right career path for job, higher studies, entrepreneurship etc as suits their aptitudes and abilities.
- c. Advice on interview, communication and relevant job skills.
- d. Providing students with information about websites and books suiting to their career options.
- e. Helping to select an institute that offers a course, degree or skills training program that best meets the career choice.
- f. Providing counselling to students to further explore their abilities and to search for better employment prospects.

7. **Referral Channels:** -

- a. Self
- b. Faculty
- c. Mentors
- d. DSL Office (discipline, Maladjustment, fee defaulter's cases)
- e. All Departments HoDs for academically weak cases after mid and end term of every semester
- f. Committee of sexual harassment cases

8. **Record Keeping / Confidentiality**

- a. All data related to counselling sessions and psychological tests is to be kept in DSL office in the NUTECH Counsellor office.
- b. Counsellor is responsible to ensure the safe custody of the material.
- c. Counsellor will not show the student psychological test record to anyone nor reveal the Names, Identity of students / faculty taking counselling sessions to preserve the privacy rights.
- d. However, under special circumstances, counselors may break confidentiality by releasing information to proper authorities if any one demonstrates a clear and imminent danger to self or someone else.
- e. A client's file will be maintained under DSL Office till the student graduates / withdraws from university on any account and faculty / support staff is on active list of NUTECH.

9. **Conclusion.** NUTECH Counselling and Career Advisory Policy has been formulated to ensure that all emotional and academic related issues of students and Faculty/ Staff are identified and resolved in real time to ensure that they face no distractions and purely focus on their studies / job.