



Guidelines for Counselling

Counselling generally occurs in an interactive relationship, with the aim of helping a person learn more about the self, and to use such understanding to enable the person to become an effective member of the society. It is the activity of a trained person listening to someone who has a problem and giving them advice on how to deal with it.

The process of counselling begins with establishing relationship between counsellor and counselee. Where Counsellor is a person trained to give guidance on personal or psychological problems.

The provision of a university counselling service can lead to the reduction of stress, better career selection, emotional management and pave better pathways for their future.

Counselling at University level is crucial. It aims at setting the right basis for an individual's wellbeing and self-management. Counselling in educational system aims at helping boys and girls alike to develop their intellectual, social, physical and moral capacities to the fullest.

Basic Aims of Counselling

- To help students gain insight into the origins and development of emotional difficulties, leading to an increased capacity to take rational control over feelings and actions.
- To alter maladjusted behaviour.
- To assist students to move in the direction of fulfilling their potential, or achieve an integration of conflicting elements within themselves.
- To provide students with skills, awareness and knowledge, which will enable them to confront social inadequacy.

Basic Types of Counselling

- **Group Counselling**

It is a form of counselling where a small group of people meet to discuss, interact, and explore problems. Group counselling seeks to



give students a safe and comfortable place on campus where they can work out problems and emotional concerns with this thought and to enhance student engagement and well being in the University these group counselling sessions were conducted twice a month on an average, which were open to all.

Objectives:

- To provide sessions on arising concerns of society for MUJ students.
 - Conducting sessions on life skills development and self-management.
 - Conduct Faculty Development Programs.
- **Personal Counselling**

Personal counselling (sometimes called psychotherapy, talk therapy, or treatment) is a process through which clients work one-on-one with a trained mental health clinician in a safe, caring, and confidential environment. Counselling allows individuals to explore their feelings, beliefs, and behaviours work through challenging or influential memories, identify aspects of their lives that they would like to change, better understand themselves and others, set personal goals, and work toward desired change.

Individual counselling is counselling focused on the individual's immediate or near future concerns.

Objectives:

- To provide a safe, caring, and confidential environment to the students who face issues in their personal or academic areas of life.
- Using various psychotherapeutic measures as interventions with the client.
- Work on one – to – one basis with client to assist them and make them self-sufficient to address their concerns.



Methods of Counselling

- **Offline Counselling**

Offline counselling is the physical mode of counselling where the counsellor and client meet face to face. It gives an edge as it is easier to take in account facial expressions, vocal signals, or body language. These signals can often be quite important in telling and giving the therapist a clearer picture of your feelings, thoughts, moods, and behaviors. Some serious issues can only be dealt in person and not virtually. Confidentiality and privacy are key pillars of counselling, thus counselling is provided in such a setting where these ethics can be maintained.

- **Online Counselling**

Online therapy is a virtual mode of counselling which provides accessibility to individuals who are housebound or are unable to travel for therapy. Mobility can be a big issue when it comes to accessing mental health care. Accessibility through virtual mediums is easy for people. It helps the client to maintain their anonymity.

Group Counselling Sessions for NGO and Villages

Objective:

- To plan awareness drives for people of NGO and adopted villages of MUJ and Spread awareness about mental health in society.
- To involve the students of MUJ in community services and build their life skills along with establishing them as mental health ambassadors in the society.

Coordinators:

- MUJ students and staff as volunteers

Pre-Group Counselling Session Activity:

- Planning of awareness drive/group counselling session 2 week prior to the actual event.
- Co-ordinating with NGO managers/ Village heads and asking them for a suitable time and date for the event.
- Asking MUJ students and staff to contribute to the cause by joining as volunteers, via email.
- Circulating of a brochure for the Group Counselling Sessions for NGO and Villages.

Post-Group Counselling Session Activity:

- Taking Feedback from all the participants.
- Asking participants what issues to be addressed in sessions to come.



Issues seek Counselling

- Building Interpersonal Communication
- Stress Management
- Substance Abuse
- How to be an effective student
- Resilience Building
- Goal Setting
- Emotional Well Being
- Self-Care
- Mental Health Enhancement
- Coping

Confidentiality and Non- Judgmental approach in Counselling

The ethical framework of Counselling cell is such that the counsellors provide the client highest possible level of confidentiality. The intake form states the entire confidentiality clause which is signed by both the counsellor and counselee before the commencement of counselling sessions.

Any information student attendance, pressing issue or any concern is not passed to any 3rd party by the counsellor without the student's consent.

Student is provided with a totally nonjudgmental approach, where they are given an environment where they can openly share their thoughts and views without the fear of being morally judged. Key approaches of counsellor during the counselling session is acceptance and empathy.

Record Keeping

Every client's confidential record is maintained in hardcopy by the counsellors. All the necessary contact details with other key contents of the concern are mentioned in the form. These forms are filed and are kept safely in the counsellor's office.

Counselling Team

<u>Name</u>	<u>Designation</u>
Prof. Anil Dutt Vyas (Ex Officio)	Director DSW
Prof. Babita Malik (Ex Officio)	Deputy Director DSW, Counselling
Dr. Rimpay Sharma (Ex Officio)	Counsellor, DSW
Ms. Vandna Kabra (Ex Officio)	Counsellor, DSW
Ms. Devanshi Padaliya (Ex Officio)	Counsellor, DSW



- Annexure-1: Intake Form (Personal Counselling)
- Annexure-2: Confidential Client Record (Personal Counselling)
- Annexure-3: Client Feedback Form (Personal Counselling)
- Annexure-4: Feedback Form (Group Counselling)



Annexure 1



Intake form

COUNSELING is a confidential process designed to help you address your concerns, come to a greater understanding of yourself, and learn effective personal and interpersonal coping strategies. It involves a relationship between you and a trained therapist who has the desire and willingness to help you accomplish your individual goals. Counseling involves sharing sensitive, personal, and private information that may at times be distressing. During the course of counseling, there may be periods of increased anxiety or confusion. The outcome of counseling is often positive; however, the level of satisfaction for any individual is not predictable. Your therapist is available to support you throughout the counseling process. All the actions you take prior and after the sessions is your own responsibility. Neither the counselor nor the educational institute will be held responsible for your words or deeds.

CONFIDENTIALITY:

All interactions with Counseling Services, including scheduling of or attendance at appointments, content of your sessions, progress in counseling, and your records are confidential. No record of counseling is contained in any academic, educational, or job placement file. You may request in writing that the counseling staff release specific information about your counseling to persons you designate.

EXCEPTIONS TO CONFIDENTIALITY:

- The counseling staff works as a team. Your therapist may consult with other counseling staff to provide the best possible care. These consultations are for professional and training purposes.
- If there is evidence of clear and imminent danger of harm to self and/or others, a therapist is legally required to report this information to the authorities responsible for ensuring safety.
- A court order, issued by a judge, may require the Counseling Services staff to release information contained in records and/or require a therapist to testify in a court hearing.

There is no fee for counseling services. If you are referred off campus to health, mental health, or substance abuse professionals you are responsible for their charges.



I have read and discussed the above information with my counselor. I understand the risks and benefits of counseling, the nature and limits of confidentiality, and what is expected of me as a client of the Counseling Services.

Signature of Client

Signature of Counselor



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Annexure 2



MANIPAL UNIVERSITY
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CONFIDENTIAL CLIENT RECORD

PERSONAL DETAILS:

DATE:

NAME:

AGE:

GENDER:

CLASS:

ADDRESS:

CONTACT NO.:

EMAIL ID:

HOSTELER

DAY SCHOLAR

FAMILY STRUCTURE:

JOINT NUCLEAR

EXTENDED

FATHER'S NAME:

FATHER'S OCCUPATION:

MOTHER'S NAME:

MOTHER'S OCCUPATION:

SIBBLING STRUCTURE:



1. WHAT ARE YOUR MAIN REASONS FOR APPROACHING FOR COUNSELLING?
2. HOW LONG HAVE BEEN EXPERINCING THESE ISSUES?
3. HOW HAVE YOU BEEN COPING UNTIL NOW?



Client Counsellor Feedback Form

This form allows you an opportunity to provide feedback to your counsellor after your sessions have finished.

This will help your counsellor's professional development as well as helping to improve the service offered to others.

* Required

1. Rate the following statements from Strongly Agree to Strongly Disagree in relation to your counselling session. *

	Strongly Agree	Somewhat Agree	No Strong Feeling	Somewhat Disagree	Strongly Disagree
I felt I was being understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I gained something from the session.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My Counsellor showed warmth towards me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My counsellor accepted what I said without judging me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My counsellor listened to me effectively.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Based on my experience, I would recommend my counsellor to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Annexure 4

Feedback for Group Sessions

* Required

1. Name

2. Age *

3. Sex *

- Male
- Female
- Prefer not to say

1/5/2022

4. Department *

5. Faculty *

6. Email Id *

7. How much did you like the presentation? *

- Very Good
- Fair
- Average

1/5/2022



8. How helpful was the session for you? *

- Completely
- Moderately
- Slightly

9. Overall how would you rate the session *

- Excellent
- Good
- Fair

10. When do you look forward to these sessions? *

- Weekly
- Twice in a month
- Once in a month

1/5/2022

11. Suggestion/Comments/Any topic you want us to address.

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