

Students Counseling Policy

For

Students of Bachelor of Engineering (BE)

Metallurgical Engineering

NED University

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Students Counseling Policy

1. About

Student Counseling is aimed to work with students struggling with a variety of personal issues so that student can actively focus upon academic matters only. Here are some common concerns:

- Crisis situations when life gets overwhelming (including feeling suicidal and all other mental-health emergencies)
- Adjustment to university life
- Emotional distress (anxiety, stress, grief, depression)
- Low self-esteem - feelings of inadequacy
- Relationship issues (family, pre-marital, marital, friends, roommates)
- Issues of past, recent, or present physical, emotional, or sexual abuse
- Past or recent losses or trauma
- Academic challenges
- Financial issues
- Spiritual challenges
- Body image, eating, and nutritional concerns
- Eating disorders (anorexia and bulimia)
- Addictions (alcohol, substances etc)
- And many other unique issues specific to each person

2. Confidentiality

In a manner consistent with our ethical standards, no student information will be released on or off campus without informed consent of the student, in order to maintain confidentiality.

3. Cancellation and No-Show Policy

In order to best support student responsibility, encourage continuity of counseling treatment, and keep the waiting list down, we need our students to attend their scheduled appointments. If a student cancels or no-shows for the second schedule Counseling Assessment, the student's case will be closed.

4. The Counselor

The students Counselor must be a Faculty member in order to not only understand academic issues but also non-academic issues. He/she must treat student regardless of caste, creed, faith, ethnicity, race, religion or any other factor that can affect student's case negatively and personally. The counselor should create a friendly environment and act as friend to student so that the student can share his/her problems without any hesitation. In case of immediate to address issues, the contact information of Student counselor is also given in table 5.3. **Table 5.3:**

List of Students Counselors for spring 2018

S. No.	Counselor Name	Designation	Status	Room Number	Remarks	
					Year	Roll No.
1	Dr. Ali Dad	Associate Professor	C-1	18	T.E	27~51
2	Engr. Aqeel Ahmed Shah	Assistant Professor	C-2	40	B.E	54~onwards
					F.E	1~25
3	Engr. M. Samiuddin	Assistant Professor	C-3	27	T.E	52~onwards
4	Engr. Waseem Khan	Assistant Professor	C-4	25	B.E	29~52
					S.E	25~48
5	Engr. Sajida Sheikh	Assistant Professor	C-5	36	B.E	3~28
6	Engr. Zubia Anwer	Lecturer	C-6	33	T.E	1~26
7	Engr. Shafaq Asrar	Lecturer	C-7	31	S.E	1~24
					F.E	27~54
8	Engr. Ambreen Azmat	Lecturer	C-8	28	F.E	55~onwards
					S.E	49~onwards

5. Measurement

The measurement is done to address individual issues faced by students that student wants to discuss personally as well as group issues common to two or more students.

5.1 Worksheet

Counseling Hours Usual/ Urgent	New / Follow up Case	Issues to be addressed	Level of severity A to F	Confidentiality* Y/N

* Will be entertained upon request

5.2. Timing

Every **Monday @ 15:00 Hours (biweekly)

Can be ASAP in emergency conditions

Timing varies w.r.t Academic Counselor availability and timing is to be given by respective Academic Counselor. (Refer **Appendix R)

5.3. Comments by Counselor-----

5.4. Further actions to be taken: *(Please check the relevant box)*

- | | | |
|---|--|--------------------------|
| A | Will be dealt by the counselor him/herself | <input type="checkbox"/> |
| B | Forwarded to HoD | <input type="checkbox"/> |
| C | Needs some third party attention | <input type="checkbox"/> |
| D | Other | <input type="checkbox"/> |
- (Please specify)*

5.5. Severity of the issue: *(Please check the relevant box)*

- | | | |
|----|--|--------------------------|
| A. | Normal | <input type="checkbox"/> |
| B. | Needs some attention with follow up | <input type="checkbox"/> |
| C. | Needs immediate attention | <input type="checkbox"/> |
| D. | Needs continual attention but not severe | <input type="checkbox"/> |
| E. | Financial support | <input type="checkbox"/> |
| F. | Other..... | <input type="checkbox"/> |

5.6. Definitions

Normal	Students need some advice on normal issues
Needs some attention with follow up	Student needs some consistent advice with regular follow up
Needs immediate attention	Serious issue needs immediate attention and solution
Needs continual attention but not severe	Student needs some motivation, guidance and moral support
Financial support	Student is facing financial issues

5.7. Attendance sheet (Group case)

S.No	Student Name	Roll Number	Signature	Remarks

6. Comments by Academic Counselor_____

7. Comments by Head of Department_____

Academic Counselor

C1	C2	C3	C4	C5
C6	C7	C8	C9	C10

(Please check the relevant box)

Department of Metallurgical Engineering

Chairman
Department of Metallurgical
Engineering