



# ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Affiliated to JNTUK, Kakinada  
Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

ACOE/SPANDANA/AY2018-19/01

Dt: 15-06-2018

## Office Order

The undersigned is pleased to constitute counselling committee (SPANDANA) with the following members for the academic year 2018-19 to review and counsel behaviour of the students

S. No.	Name of the Faculty/ Student	Designation	Role
1	Dr. T.K.Rama Krishna Rao	Principal	Chairman
2	Dr.PullelaS.V.V.S.Ravi Kumar	HOD-CSE	Convenor
3	Mr.Y K S Subbarao	HOD-MECH	Committee Member
4	Mr. G Ramakrishna	HOD-ECE	Committee Member
5	Mr. K Manoj Kumar Reddy	HOD-EEE	Committee Member
6	Mr.Gkondababu	HOD-CIVIL	Committee Member
7	Mr.Msrinivasu	HOD-H&BS	Committee Member
8	Mr. P Satish	Asst. Prof-MECH	Committee Member
9	Ms.A Krishnaveni	Asst. Prof-CSE	Committee Member
10	Dr.P Hemalatha	Asst. Prof-H&BS	Committee Member
11	Mr.BJagadeesh	Asst. Prof- ECE	Counsellor
12	Ms.A Krishna Veni	Asst. Prof-CSE	Counsellor
14	Mrs ChavvakulaJanaki Devi	Asso. Prof-ECE	Counsellor
15	Mr.Msatyanarayana raju	Asst. Prof-EEE	Counsellor

## Functions and Responsibilities:

- To identify the students having personal and psychological problems.
- To conduct awareness programs for students on psychological issues.
- To conduct faculty training programs on counseling.
- To create a methodology of periodical monitoring on students psychological behavior and academic performance.

Copy to: 1) All HODs  
2) Administrative officer  
3) All Notice Boards



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Aditya College of Engineering  
SURAMPALEM - 533 437



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ACOE/SPANDANA/AY2018-19/SOP

18-06-2018

## STANDARD OPERATING PROCEDURE

### FOR COLLEGE COUNSELLING COMMITTEE (AY 2018-19)

The following steps are involved in a Standard Operating Procedure (SOP) for COLLEGE COUNSELLING COMMITTEE.

1. A meeting of the College Counselling Committee Members will be held in the beginning of the academic year to propose and plan for the activities and awareness programmes during the academic year 2015-16 which will be recorded in the minutes of meeting.
2. The counseling committee consists of women counselors, men counsellors and senior faculty members from all departments.
3. The institute has a unique monitoring system in such a way that one faculty member is assigned to every 20 students as a mentor. The mentor regularly monitors regularity, behavior, academic performance and stress related issues.
4. Mentors counsel the students to resolve their minor issues. If any student needs an extra counseling for special needs or major problems, they will be referred to the trained counselors by the mentors.
5. A requisition letter is sent to the Principal seeking his permission to conduct the awareness programs to students and faculty training programs for counseling the students.
6. Circulating an internal notice to all the staff and students to participate in awareness programs and faculty training programs.
7. Online training is given to the teachers on counseling activities by the "Indian Association of Educational Therapists -IAET"

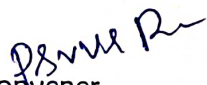


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8. Teachers who attend training programs and certify as counselors will perform the counseling activity in college.
9. A Post-event Report is prepared including all the major activities in the event and the same is reported to the other members /committees related.
10. Counselling the students in a private confidential environment in College Counselling committee Cell SPANDANA by trained counsellors. The counsellor may work with a case directly (face to face or phone contact with the client) or indirectly (case consultation and debriefing with staff, or students involved with the case).
11. The counselors maintain the students information confidentially by allocating specific codes for the students based on their roll number, course, branch, and year of study.
12. Referring the student to psychiatrist if the student issue is not solved and intimate their parents.

  
Convener  
College Counselling Committee



  
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ACOE/SPANDANA/AY2018-19/SPP

Dt: 21-06-2018

## COUNSELLING COMMITTEE - STRATEGIC PERSPECTIVE PLAN FOR THE ACADEMIC YEAR 2018-19

S.No	Date of the Event	Name of the Event	Estimated Budget for the event
1	20 <sup>th</sup> -30 <sup>th</sup> of June 2018	Faculty training Program on " EMOTIONAL INTELLIGENCE" by IAET	6000
2	2 <sup>nd</sup> Aug 2018	Seminar on the topic "peaceful & healthy life" by psychiatrist Dr. K Ramareddy	10000
3	16 <sup>th</sup> – 29 <sup>th</sup> Dec 2018	Faculty training Program on " SPECIFIC LEARNING DIABILITY" by IAET	5000
4	29 <sup>th</sup> Jan 2019	Seminar on the topic "Career plans &opportunities" by psychologist Dr. V Manohar	5000

*PSVNS R*  
Convener  
College Counselling Committee



*[Signature]*  
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ACOE/SPANDANA/AY2018-19/CIR-01

Dt: 22-06-2018

## Circular


This is to inform all the Counselling committee members that there will be a meeting on 23<sup>th</sup> June 2018 at 3.00 PM in Principal chamber. All are requested to attend the meeting without fail.

### Agenda:

1. To review the previous year activities conducted by college Counselling committee
2. To discuss the responsibilities of a counsellor
3. To plan activities for the forthcoming year for the development of student psychological behaviour

  
Convener  
College Counselling Committee



  
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SURAMPALAM - 533 437

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2) Administrative officer  
3) All Notice Boards



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ACOE/SPANDANA/AY2018-19/MOM1

Dt: 23-06-2018

## COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	23/06/2018	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/SPANDANA/AY2018-19/CIR-01/Circular dated 22/06/2018		

A meeting was held on 23/06/2018 with the College Counselling Committee members in the Principal's chamber with the following agenda. The meeting was chaired by Respected Principal Sir.

### Agenda:

1. To review the previous year activities conducted by college Counselling committee
2. To discuss the responsibilities of a counsellor
3. To plan activities for the forthcoming year for the development of student psychological behavior

The Convener of counselling committee welcomed all the members and presented the agenda and requested the Chairman to throw light on the agenda and the discussion started. The points of the agenda were discussed and the subsequent resolutions were made.

The Chairman of counselling committee welcomed all the members to the meeting and appreciated everyone for their enthusiasm and readiness. Further, Chairman reviewed and discussed all the points of agenda.

### The Committee made the following Resolutions

1. Chairman in the meeting affirmed that our institute aims at the overall development and welfare of the students.
2. The chair instructed counselors to identify the strengths and weakness of students by thoroughly interacting with them.
3. The chair instructed HODs and faculty members to instruct the students to participate in awareness programs conducted by the counselling committee.



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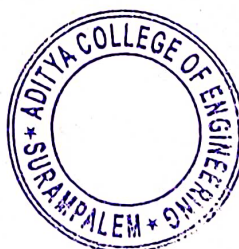
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4. The chair instructed the faculty to motivate the students and build positive attitude among them.
5. After a thorough discussion with faculty members in the counseling committee two awareness programs are identified and promised to release necessary grants for conducting events successfully.
6. The meeting was concluded with thanks to the Chair

## List of Committee Members Present

S. No.	Name of the Faculty/ Student	Designation	Signature
1	Dr. T.K. Rama Krishna Rao	Principal	
2	Dr. Pullela S.V.V.S.Ravi Kumar	HOD-CSE	
3	Mr. Y K S Subbarao	HOD-MECH	
4	Mr. G Ramakrishna	HOD-ECE	
5	Mr. K Manoj Kumar Reddy	HOD-EEE	
6	Mr.G kondababu	HOD-CIVIL	
7	Mr.M srinivasu	HOD-H&BS	
8	Dr.Y srinivasa Rao	Professor-EEE	
9	Mr. P Satish	Asst. Prof-MECH	
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Convener  
College Counselling Committee



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ACOE/SPANDANA/AY2018-19/LET-01

Dt: 25-07-2018

From  
College Counselling Committee  
ACOE – Surampalem

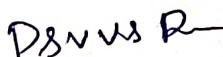
To  
The Principal  
ACOE - Surampalem

Respected Sir,

Sub: Request for permission to conduct a seminar on “peaceful & healthy life”-Reg;

With regard to the above cited subject, the College Counselling Committee is planning to organize a seminar on “peaceful & healthy life” by a renowned psychiatrist Dr. Karri Ramareddy for the 2<sup>nd</sup> and 3<sup>rd</sup> year B. Tech students in Ramanujan Bhavan - Seminar Hall on 02-08-2018 between 2PM to 4PM. The aim of this event was to sensitize the students in the college about the value of life and suicide prevention. We also request you Sir to kindly grant an amount of Rs. 10000/- for the necessary arrangements and refreshments.

Thank you Sir

  
Convener  
College Counselling Committee



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ACOE/SPANDANA/AY2018-19/CIR-02

Dt: 01-08-2018

## Circular

All the Staff and students are hereby informed that our College Counselling committee is planning to organize a seminar on "peaceful & healthy life" by a renowned psychiatrist Dr. Karri Ramareddy for the 2<sup>nd</sup> and 3<sup>rd</sup> year B. Tech students. All the students are requested to participate in the event.

Date: 02-08-2018

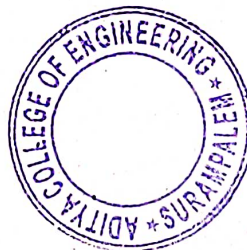
Time: 2:00 PM

Venue: Ramanujan Bhavan - Seminar Hall -Ground Floor

Copy to: 1) All HODs

2) Administrative officer

3) All Notice Boards



  
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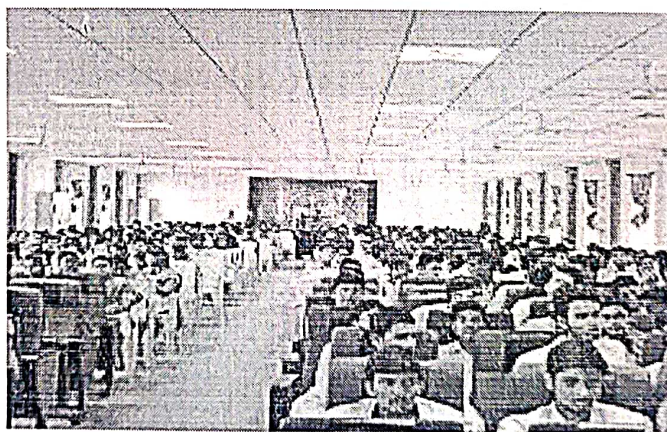
ACOE/ SPANDANA/AY2018-19/REP-01

03-08-2018

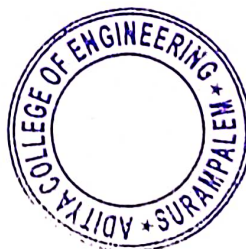
## REPORT

Topic : peaceful & healthy life  
Speaker : Dr. Karri Ramareddy, Psychiatrist  
Date & Time : 02-08-2018 at 2:00PM  
Venue : Ramanujan Bhavan - Seminar Hall –Ground Floor

The College Counselling Committee organized a seminar for all 2<sup>nd</sup> and 3<sup>rd</sup> year B.Tech students on 2 August 2018. The seminar was addressed by Dr. Karri Ramareddy, Psychiatrist, Manasa Hospital, Rajahmundry. The event was held in Ramanujan Bhavan seminar hall. Dr. A Ramesh, Principal, introduced the speaker and the topic of the seminar to the students. The main aim of the event was to bring awareness on peaceful & healthy life is spoiling with usage of drugs and their effects on mental health among the student community. Dr. Ramareddy started his discussion with categories of drugs and explained them with examples. Then he spoke about the mental health effects that occur due to alcohol/tobacco use. Dr. Ramareddy also explained two case studies that he dealt with the students due to addiction of drugs and how it eventually led to the suicide of students. He also explained about the offences and penalties due to usage of drugs. The event was a huge success as all students were sensitized towards the ill effects of drugs. The principal felicitated Dr. Ramareddy for the Guest Lecture and presented honorarium.



*P. S. V. S. R.*  
Convener  
College Counselling Committee



*[Signature]*  
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SURAMPALEM - 533 437

**Feedback Form****REVIEW GUIDELINES**

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

\*This information is very confidential\*

**PARTICIPANT  
INFORMATION**

Name (Optional): \_\_\_\_\_

Name of the

Seminar :

Peaceful & healthy life

Date:

02-08-2018

Name of the  
Speaker:

Dr K. Rama Reddy

**EVALUATION**

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

\*This information is very confidential\*

SCALE: 1-STRONGLY AGREE; 2-AGREE; 3-NEUTRAL; 4-DISAGREE; 5-STRONGLY DISAGREE;

1 2 3 4 5

Comments

1. The pre-course administration was appropriate and informative.

☒ ☐ ☐ ☐ ☐

2. The course was scheduled at a suitable time

☐ ☐ ☒ ☐ ☐

3. The course facilities and location were appropriate and satisfactory

☐ ☒ ☐ ☐ ☐

4. The course material was presented in a clear and organized manner.

☐ ☒ ☐ ☐ ☐

5. The presenter responded to questions in an informative, appropriate and satisfactory manner.

☐ ☐ ☒ ☐ ☐

6. Handouts/slides (if provided) were clear and useful.

☐ ☐ ☐ ☒ ☐

7. Overall, the session was informative and valuable.

☒ ☐ ☐ ☐ ☐

8. In what ways could this course have been improved to better suit your needs?

☐ ☐ ☒ ☐ ☐

9. Would you recommend this session?

Yes ☒ No ☐

10. Other comments

Seminar is useful

**Feedback Form****REVIEW GUIDELINES**

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**PARTICIPANT  
INFORMATION**

Name (Optional): \_\_\_\_\_

Name of the

Seminar : Peaceful And Healthy Life

Date: 02-08-2018

Name of the  
Speaker:

Dr. K. Rama Reddy

**EVALUATION**

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8. In what ways could this course have been improved to better suit your needs? ☐ ☐ ☒ ☐ ☐

9. Would you recommend this session? Yes ☒ No ☐

10. Other comments many things are learned from this seminar

**Feedback Form****REVIEW GUIDELINES**

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**PARTICIPANT  
INFORMATION**

Name (Optional): \_\_\_\_\_

Name of the

Seminar :

Peaceful & healthy life

Date:

02-08-2018

Name of the  
Speaker:

Dr. K Rama Reddy

**EVALUATION**

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9. Would you recommend this session? Yes ☒ No ☐

10. Other comments

Seminar is useful for future

**Feedback Form****REVIEW GUIDELINES**

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**PARTICIPANT  
INFORMATION**

Name (Optional): \_\_\_\_\_

Name of the

Seminar :

Peaceful & Healthy Life

Date:

02-08-2018

Name of the  
Speaker:

Dr. K. Rama Reddy

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10. Other comments

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ACOE/SPANDANA/AY2018-19/CIR-02

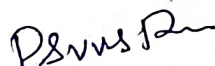
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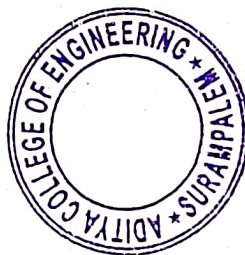
## Circular


This is to inform all the Counselling committee members that there will be a meeting on 6<sup>th</sup> Dec 2018 at 3.00 PM in Principal chamber. All are requested to attend the meeting without fail.

### Agenda:

1. To review the previous year activities conducted by college Counselling committee
2. To discuss the responsibilities of a counsellor
3. To plan activities for the forthcoming year for the development of student psychological behaviour

  
Convener  
College Counselling Committee



  
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ACOE/SPANDANA/AY2018-19/MOM2

Dt: 06-12-2018

## COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	06/12/2018	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/SPANDANA/AY2018-19/CIR-01/Circular dated 05/12/2018		

A meeting was held on 06/12/2018 with the College Counselling Committee members in the Principal's chamber with the following agenda. The meeting was chaired by Respected Principal Sir.

### Agenda:

1. To review the previous year activities conducted by college Counselling committee
2. To discuss the responsibilities of a counsellor
3. To plan activities for the forthcoming year for the development of student psychological behavior

The Convener of counselling committee welcomed all the members and presented the agenda and requested the Chairman to throw light on the agenda and the discussion started. The points of the agenda were discussed and the subsequent resolutions were made.

The Chairman of counselling committee welcomed all the members to the meeting and appreciated everyone for their enthusiasm and readiness. Further, Chairman reviewed and discussed all the points of agenda.

### The Committee made the following Resolutions

1. Chairman in the meeting affirmed that our institute aims at the overall development and welfare of the students.
2. The chair instructed counselors to identify the strengths and weakness of students by thoroughly interacting with them.
3. The chair instructed HODs and faculty members to instruct the students to participate in awareness programs conducted by the counselling committee.



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4. The chair instructed the faculty to motivate the students and build positive attitude among them.
5. After a thorough discussion with faculty members in the counseling committee two awareness programs are identified and promised to release necessary grants for conducting events successfully.
6. The meeting was concluded with thanks to the Chair.

## List of Committee Members Present

S. No.	Name of the Faculty/Student	Designation	Signature
1	Dr. T.K.Rama Krishna Rao	Principal	
2	Dr.PullelaS.V.V.S.Ravi Kumar	HOD-CSE	
3	Mr. Y K S Subbarao	HOD-MECH	
4	Mr. G Ramakrishna	HOD-ECE	
5	Mr. K Manoj Kumar Reddy	HOD-EEE	
6	Mr.Gkondababu	HOD-CIVIL	
7	Mr.Msrinivasu	HOD-H&BS	
8	Dr.YsrinivasaRao	Professor-EEE	
9	Mr. P Satish	Asst. Prof-MECH	
10	Ms.A Krishnaveni	Asst. Prof-CSE	
11	Dr.PHemalatha	Asst. Prof-H&BS	
12	Mr.BJagadeesh	Asst. Prof- ECE	
13	Ms.A Krishna Veni	Asst. Prof-CSE	
14	Mrs ChavvakulaJanaki Devi	Asso. Prof-ECE	
15	Mr.Msatyanarayanaraju	Asst. Prof-EEE	

Convener  
College Counselling Committee



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# ADITYA COLLEGE OF ENGINEERING

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Recognized by UGC under Section 2(f) of UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

ACOE/SPANDANA/AY2018-19/LET-02

Dt: 21-01-2019

From  
College Counselling Committee  
ACOE – Surampalem

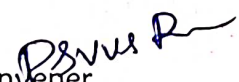
To  
The Principal  
ACOE - Surampalem

Respected Sir,

Sub: Request for permission to conduct a seminar on “Career plans & opportunities”

With regard to the above cited subject, the College Counselling Committee is planning to organize a seminar on “Career plans & opportunities” by a renowned psychiatrist Dr. Karri Ramareddy for the 2<sup>nd</sup> and 3<sup>rd</sup> year B. Tech students in Ramanujan Bhavan - Seminar Hall on 29-01-2018 between 2PM to 4PM. The aim of this event was to explain the students in the college about the future plans and opportunities. We also request you Sir to kindly grant an amount of Rs. 10000/- for the necessary arrangements and refreshments.

Thank you Sir

  
Convener  
College Counselling Committee



# ADITYA COLLEGE OF ENGINEERING

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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

ACOE/SPANDANA/AY2018-19/CIR-02

Dt: 28-01-2019

## Circular

All the Staff and students are hereby informed that our College Counselling committee is planning to organize a seminar on "Career plans & opportunities" by a renowned psychiatrist Dr. V Manohar for the 2<sup>nd</sup> and 3<sup>rd</sup> year B. Tech students. All the students are requested to participate in the event.

Date: 29-01-2019

Time: 2:00 PM

Venue: Ramanujan Bhavan - Seminar Hall –Ground Floor



PRINCIPAL

PRINCIPAL

Aditya College of Engineering  
SURAMPALEM - 533 437

Copy to: 1) All HODs

2) Administrative officer

3) All Notice Boards



# ADITYA COLLEGE OF ENGINEERING

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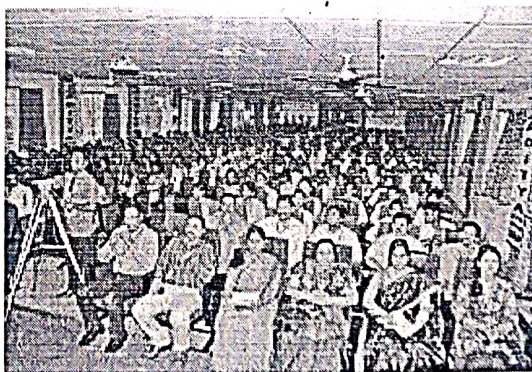
ACOE/ SPANDANA/AY2018-19/REP-02

30-01-2019

## REPORT

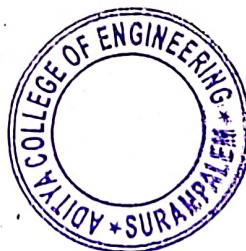
Topic : Career plans & opportunities  
Speaker : Dr. V Manohar, Psychologist  
Date & Time : 29-01-2019 at 2:00PM  
Venue : Ramanujan Bhavan - Seminar Hall - Ground Floor

The College Counselling Committee organized a seminar for all 1<sup>st</sup> year B.Tech students on 29<sup>th</sup> January 2019. The seminar was addressed by Dr. V Manohar, Psychologist, Kakinada. The event was held in Ramanujan Bhavan seminar hall. Mr. SAI GANESH, a student of 1<sup>st</sup> B.Tech EEE introduced the speaker and the topic of the lecture to the students. The guest lecture was conducted to provide the students with an insight of Career plans & opportunities, Leadership skills, Positive attitude, Discipline, Enthusiasm, Hard work. He explained the importance of having good leadership skills among students and conducted various activities in groups to explain the same. He suggested the different ways to boost up self-confidence and also develop communication skills by doing meditation and participating in different activities which will help to remove the stage fear. Afterwards, there was an interactive session, where he invited questions from all the students and responded to them in a humorous manner. The principal felicitated Dr. Manohar for the Guest Lecture and presented honorarium.



  
Convener

College Counselling Committee



  
PRINCIPAL  
PRINCIPAL

Aditya College of Engineering  
SURAMPALAM - 533 437

## Feedback Form

### REVIEW GUIDELINES

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

\*This information is very confidential\*

### PARTICIPANT INFORMATION

Name (Optional): \_\_\_\_\_

Name of the

Seminar : Career plans & opportunities

Date: 29-01-2019

Name of the  
Speaker:

Dr. V. Manohar

### EVALUATION

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

\*This information is very confidential\*

SCALE: 1-STRONGLY AGREE; 2-AGREE; 3-NEUTRAL; 4-DISAGREE; 5-STRONGLY DISAGREE;

1 2 3 4 5

Comments

1. The pre-course administration was appropriate and informative. ☐ ☐ ☒ ☐ ☐

2. The course was scheduled at a suitable time ☐ ☒ ☐ ☐ ☐

3. The course facilities and location were appropriate and satisfactory ☐ ☐ ☒ ☐ ☐

4. The course material was presented in a clear and organized manner. ☐ ☒ ☐ ☐ ☐

5. The presenter responded to questions in an informative, appropriate and satisfactory manner. ☐ ☐ ☐ ☒ ☐

6. Handouts/slides (if provided) were clear and useful. ☐ ☒ ☐ ☐ ☐

7. Overall, the session was informative and valuable. ☐ ☐ ☐ ☒ ☐

8. In what ways could this course have been improved to better suit your needs? ☐ ☒ ☐ ☐ ☐

9. Would you recommend this session? Yes ☒ No ☐

10. Other comments No comments

**Feedback Form****REVIEW GUIDELINES**

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

\*This information is very confidential\*

**PARTICIPANT INFORMATION**

Name (Optional): \_\_\_\_\_

Name of the

Seminar : Career plans & opportunities

Date: 29-01-2019

Name of the Speaker: Dr. V. Manohar

**EVALUATION**

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SCALE: 1-STRONGLY AGREE; 2-AGREE; 3-NEUTRAL; 4-DISAGREE; 5-STRONGLY DISAGREE;

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3. The course facilities and location were appropriate and satisfactory ☐ ☒ ☐ ☐ ☐

4. The course material was presented in a clear and organized manner. ☐ ☐ ☒ ☐ ☐

5. The presenter responded to questions in an informative, appropriate and satisfactory manner. ☐ ☐ ☐ ☒ ☐

6. Handouts/slides (if provided) were clear and useful. ☐ ☒ ☐ ☐ ☐

7. Overall, the session was informative and valuable. ☐ ☐ ☒ ☐ ☐

8. In what ways could this course have been improved to better suit your needs? ☐ ☒ ☐ ☐ ☐

9. Would you recommend this session? Yes ☒ No ☐

10. Other comments conduct more sessions in future

**Feedback Form****REVIEW GUIDELINES**

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

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**PARTICIPANT  
INFORMATION**

Name (Optional): \_\_\_\_\_

Name of the \_\_\_\_\_

Seminar :

Corruption & Transparency

Date:

29-01-2019

Name of the  
Speaker:

Dr. V. moncha

**EVALUATION**

Please take a moment to complete this feedback form. Your comments will assist us in improving our future workshops and seminars.

\*This information is very confidential\*

SCALE: 1-STRONGLY AGREE; 2-AGREE; 3-NEUTRAL; 4-DISAGREE; 5-STRONGLY DISAGREE:

- |   | 1   | 2                                   | 3                                   | 4                                   | 5                                   | Comments |
|---|---|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|
| 1. The pre-course administration was appropriate and informative.                               | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |          |
| 2. The course was scheduled at a suitable time  | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |          |
| 3. The course facilities and location were appropriate and satisfactory                         | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |          |
| 4. The course material was presented in a clear and organized manner.                           | <input checked="" type="checkbox"/>                                 | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |          |
| 5. The presenter responded to questions in an informative, appropriate and satisfactory manner. | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |          |
| 6. Handouts/slides (if provided) were clear and useful.   | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |          |
| 7. Overall, the session was informative and valuable.   | <input checked="" type="checkbox"/>                                 | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |          |
| 8. In what ways could this course have been improved to better suit your needs?                 | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 9. Would you recommend this session?  | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |                                     |                                     |                                     |                                     |          |

10. Other comments

- This seminar is helpful to us

**Feedback Form****REVIEW GUIDELINES**

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**PARTICIPANT  
INFORMATION**

Name (Optional): \_\_\_\_\_

Name of the

Seminar :

Career plans & opportunities

Date: 29-01-2019

Name of the  
Speaker:

DR. V. Manohar

**EVALUATION**

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SCALE: 1-STRONGLY AGREE; 2-AGREE; 3-NEUTRAL; 4-DISAGREE; 5-STRONGLY DISAGREE :

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7. Overall, the session was informative and valuable. ☐ ☐ ☒ ☐ ☐

8. In what ways could this course have been improved to better suit your needs? ☐ ☐ ☒ ☐ ☐

9. Would you recommend this session? Yes ☒ No ☐

10. Other comments Very useful for future jobs & placements

# CERTIFICATE

## INDIAN ASSOCIATION OF EDUCATIONAL THERAPISTS - IAET

(Registered Under the Tamilnadu Societies Registration Act, 1975)  
Reg.No.182/2015

This is to certify that Mr. M. Satyanarayana Raju has successfully completed  
the Certificate Course on **ADVANCED TEACHING TECHNIQUES**  
conducted during **June 20-30, 2018** Number of hours: 45 hrs.

This online course focused on educational and psychological services of academic and non-academic interventions to the remediation of learning disabilities and problems, including Specific Learning Disability (SLD), Non-verbal Learning Disability (NLD) and academic difficulties.

Certificate Number: SLD / IAET/2018

*K.Bharathi*

K.BHARATHI

Director-Professional Development,  
Certified FIE Basic Mediator, IAET.

Date: July 01, 2018



[www.iaet.org.in](http://www.iaet.org.in)



*S. Manoharan*

S.MANOHARAN, M.Sc. App. Psy., PGDGC,  
Psychologist and Educational Therapist, IAET.  
Certified Feuerstein Instrumental Enrichment  
Basic Trainer (Israel), C.No.51132.

# CERTIFICATE

## INDIAN ASSOCIATION OF EDUCATIONAL THERAPISTS - IAET

(Registered Under the Tamilnadu Societies Registration Act, 1975)

Reg.No.182/2015

This is to certify that Mr. B Jagadeesh

has successfully completed

the Certificate Course on PROFESSIONAL DEVELOPMENT

conducted during December 10-19, 2018

Number of hours: 45 hrs.

This online course focused on educational and psychological services of academic and non-academic interventions to the remediation of learning disabilities and problems, including Specific Learning Disability (SLD), Non-verbal Learning Disability (NLD) and academic difficulties.

Certificate Number: SLD / IAET / 2018

*K.Bharathi*

K.BHARATHI

Director-Professional Development,  
Certified FIE Basic Mediator, IAET.

Date: December 20, 2018



*S. Manoharan*

S.MANO HARAN, M.Sc. App. Psy., PGDGC,  
Psychologist and Educational Therapist, IAET.  
Certified Feuerstein Instrumental Enrichment  
Basic Trainer (Israel), C.No.51132.





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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G.Dist., Ph: 99631 76662.

## SPANDANA STUDENT COUNSELLING SERVICES

(Confidential)

No. ACOE-17MH5A0219

Date: 12/07/2018

Part A: Basic information about the student (to be filled by the student)

Name: G.T.S.S. Viresh Age: 20 years

Sex: Male / Female. Living with parents / guardians / Hostel / Other

Address: 2-2-36/B/11, Tarakarama Nagar, Pitapuram, 533450

Course: B.Tech Class: III B.Tech

What is the Problem?

- a) related to studies, b) classmates / friends, c) teachers, d) family  
e) finance, f) self, g) health, h) Difficulties in studying

When & How it started? BSC

Problem: increasing / decreasing / same / fluctuating

Total duration of the problem? 4 years

What are the causative factors / Who are causing the problem? Self

What the student has done to solve the problem? Not explaining anything

To what extent problems are causing distress in the following areas. Please make a tick mark in the appropriate column.

Area	Mild distress	Moderate	Severe distress
1 Studies		✓	
2 Examinations			✓
3 Relationship with classmates		✓	
4 Relationship with teachers		✓	
5 Relationship with family		✓	
6 Health		✓	
7 Financial		✓	
8 Sexual		✓	
9 Future		✓	
10 Any other Specify			

What type of help expected from the counselors?

How to loose fear on Education & Examinations



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## Details of the family and college life:

1. Father

: ☒ Alive / ☐ dead

Living with the family / stays most of the time away

Age ..... 45 ..... Yrs ..... Education ..... 12<sup>th</sup> .....

He is strict / fearful / helpful / kind

He cares / does not care for family

Alcohol: No / uses occasionally / use excessively

2. Mother

: ☒ Alive / ☐ dead

Age ..... 40 ..... Yrs ..... Education ..... 12<sup>th</sup> .....

Housewife / Working lady .....

She is ☒ caring / ☐ not caring .....

Relationship with mother and father: Good / not satisfactory

Father and mother living separately / divorced / and how long? — 12<sup>th</sup>

3. No. of brothers

: Elder ..... Younger .....

Sisters

: Elder ..... 1 ..... Younger .....

Relationship with brothers / sisters / Good: Not Satisfactory

4. Who are the other family members staying with the family for last one year?

brother-in-law

5. If the student is living with guardians / hostel / room details:

staying with sister

Stay: Comfortable / not-comfortable

6. Financial condition of the family:

Good / Not Satisfactory / Serious problems.



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### 7. Details about the course / college life

- a) Course is student's choice, ✓  
parent's choice,  
others's choice
- b) Interest in the course: Present / absent ✓
- c) Any specific difficulties / problems in studies / exam ✓
- d) Relationship with classmates: Good / Not-satisfactory / strained ✓
- e) Relationship with teachers: Good / Not-satisfactory / Strained:
- f) Any specific administrative problems in the college  
Details: No

g) Any difficulty to continue the course? - fear

### 8. Health problems: a) Any major illness? Details

No

b) any treatment being taken now? Details.

No

c) In the last one month any moderate / severe problem in the following areas:

- i) Sleep: Difficulty to get sleep / disturbed sleep / normal ✓
- ii) Appetite: Absent / less / normal ✓
- iii) Energy to carry on daily activities: Absent / less / normal ✓

### 9. Do you have any worry / difficulties in the following areas of Sexuality

Nil

- a) Masturbation
- b) Semen-loss during sleep / urination (for boys)
- c) White discharge
- d) Menstrual cycle / flow
- e) Any other problem in Sex? Details

### 10. Habits / hobbies: Do you have interest and spend time in the following activities.

- a) Sports or other physical activities : Daily / occasionally / No ✓
- b) Fine arts like music / dance / painting / drama : Daily / occasionally / No ✓
- c) Literature: Reading / Writing : Daily / occasionally / No ✓
- d) Yoga / Meditation / Breathing Exercises : Daily / occasionally / No ✓
- e) Smoking : Daily / occasionally / No ✓
- f) Alcohol / Drugs / Both : Daily / occasionally / No ✓



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11. Can you describe what type of person you are (Encircle the features)

Shy, Sensitive, Active, Enthusiastic, Outgoing, Fun Loving, Serious, Hardworking, Short tempered,  
Easily get provoked to quarrel / Fight, Easy-going, Punctual, Disciplined, High moral values Rebel,  
Fearful, Rigid and unable to change, Optimistic, Pessimistic, Inability to trust others.

12. By putting a dot, please tell where do you stand in the Superiority- Inferiority Scale.

Superiority \_\_\_\_\_ Inferiority. If you place towards inferiority side, why do you think you are inferior?

13. This section is to be filled by the Counsellor:

1. Who referred the student
2. Why he was referred (problems)
3. What is expected from counselor
4. Is there an informant? Who? What is his / her version of the problem?
5. Any other information available like Anti Social / Anti moral behaviours Details:

Part B: Condition of the student (to be filled by the counsellor)

After interviewing him, what are your impressions,

- ☒ He is having understandable problems or  
His problems are vague. Need clarification
- ☒ He is having problems in the following areas. Mention severity by using plus marks.
  - +++ Severe, need urgent attention
  - ++ Moderately severe
  - + Mild

1. Self image Bad
2. Studies / course Avg
3. Examination / related Avg
4. Classmates / Collegemates Good
5. Teachers
6. Family } Avg.
7. Finance }
8. Health: Physical  
Mental  
Sexual

9. Habits : mobile usage is more.
10. Other (Specify)



## ADITYA COLLEGE OF ENGINEERING


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Aditya Nagar, Aditya Road, Burnampet - 500 037, Hyderabad, Tel: 66631 76667.

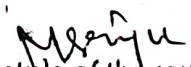
### ACTION TO BE TAKEN:

1. Refer the student to: Counsellor
2. Call and involve the family members call parents
3. Call and involve the friends Informed
4. Involve the teachers Informed to meet proctor
5. Accepted for Counselling Yes
6. No action required. Action Required

### Remarks:

Student is fear about Education & Exams  
he need to attend classes Regularly.

  
Signature of the student

  
Signature of the counsellor



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## STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : M.S. Raju  
Name of the student : G.T.S.S Virresh  
Age : 20  
Sex : Male  
Class : III. B.Tech EEE

S. No	Date	Student Counselling on (problem)	Reason given by the student/Parent	Signature of student/Parent	Sign of counsellor	Assessment of student reaction after counselling
1	14/8/18	Attendance	Due to health problems		M. Raju	Come to class as early as possible
2	12/9/18	Subjects	understand well		M. Raju	prepare Running Notes to Each subject
3	22/10/18	Exams	Improving Subject knowledge & preparing		M. Raju	prepare Self plan one month before
4	7/11/18	Improvement & fear of Exams	prepared well & practising more		M. Raju	practice previous papers for fear problems



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Ref: ACOE/COUN/AY2018-19/CS1

12-11-2018

## STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-3BEEL21901  
Branch :Electrical Engineering  
Name of the Student :G.T.S.S.Viresh  
Roll No :17MH5A0219  
Age :20  
SexM/F :Male  
Course ofclass :III B.Tech

Living with Parents / relatives / hostel / alone / friends: Parents

Social Class Low/Middle/Upper :Low

Education of Father :SSC

Education of Mother :No

Referred by Principal/Teacher/Self/Others:Teacher

Problem:Difficulties in studies

Description:The student was referred to the counselor by his class teacher by observing he is not coming to the classes. The referral stated that he was stressed and was seeking help due to problems with his Studies. Viresh is 20 year old. He was polite and friendly. For most of the time during interaction he leaned forward and spoke rapidly. The student explained that he has more fear on difficult subjects and not able to understand some topics due to lack of mathematical knowledge. He has fear In the Examination time also. Because of that he is not attending some



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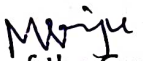
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classes, after Identifying the from the subject expert and few Counselling sessions, Viresh practiced more number of times and asks the faculty to Explain More number of times. so he lost the fear. Viresh decided to complete his graduation with good percentage.

Teacher's Impression: Viresh is self-motivated and he lost fear on difficulty in studies. He is going to Exams confidently and writing well. He will get good percentage and good job.

Action Taken: Counselling

  
Signature of the Counsellor



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Aditya Nagar, ADB Road, Surampalem - 533 437, E.G. Dist, Ph: 99631 76652.

## SPANDANA STUDENT COUNSELLING SERVICES

(Confidential)

No. ACOE-17MH1A0676

Date 18/10/2018

Part A: Basic information about the student (to be filled by the student)

Name Maximi Sunny Age 19 years

Sex Male / Female. Living with parents / guardians / Hostel / Other

Pin: 533005

Address D.No: 2-126, Balaiah Puram, Valasapakala, EG Dist

Course ECE Class II ECE

What is the Problem?

a) related t studies,

b) classmates / friends,

c) teachers

d) family

e) finance,

f) self,

g) health

h) Love affairs f. Smoking

When & How it started? II Inter

Problem: increasing / decreasing / same / fluctuating

Total duration of the problem? 3 years

What are the causative factors / Who are causing the problem? Friends

What the student has done to solve the problem? Identified by Counsellor

To what extent problems are causing distress in the following areas. Please make a tick, mark in the appropriate column.

Area	Mild distress	Moderate	Severe distress
1 Studies		✓	
2 Examinations	✓		
3 Relationship with classmates		✓	
4 Relationship with teachers		✓	
5 Relationship with family			
6 Health	✓	✓	
7 Financial		✓	
8 Sexual		✓	
9 Future		✓	
10 Any other Specify			

What type of help expected from the counselors?

Need a counsellor to reduce bad habits



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## Details of the family and college life:

1. Father

: ☒ Alive / ☐ dead

Living with the family / stays most of the time away

Age ..... 49 ..... Yrs. .... Education ..... SSC

He is strict / fearful / ☒ helpful / kind

He ☒ cares / does not care for family

Alcohol: ☒ No / uses occasionally / use excessively

2. Mother

: ☒ Alive / ☐ dead

Age ..... 47 ..... Yrs. .... Education ..... Nil

☒ Housewife / Working lady

She is ☒ caring / not caring ..... She is caring more

Relationship with mother and father: Good / not satisfactory

Father and mother living separately / divorced / and how long?

3. No. of brothers

: Elder ..... Younger ..... )

Sisters

: Elder ..... Younger .....

Relationship with brothers / sisters / Good: ☒ Not Satisfactory

4. Who are the other family members staying with the family for last one year?

..... No .....

5. If the student is living with guardians / ☒ hostel / room details:

Staying hostel

Stay: Comfortable / not comfortable

6. Financial condition of the family:

☒ Good / Not Satisfactory / Serious problems.



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## 7. Details about the course / college life

- a) Course is student's choice, ☒ parent's choice, ☐ others's choice ☐
- b) Interest in the course: Present / absent ☒
- c) Any specific difficulties / problems in studies / exam ☒
- d) Relationship with classmates: Good / Not-satisfactory / strained ☒
- e) Relationship with teachers: Good / Not-satisfactory / Strained: ☒
- f) Any specific administrative problems in the college  
Details: Nil

- g) Any difficulty to continue the course? - No

## 8. Health problems: a) Any major illness? Details

- b) any treatment being taken now? Details

## c) In the last one month any moderate / severe problem in the following areas:

- i) Sleep: Difficulty to get sleep / disturbed sleep / normal ☒
- ii) Appetite: Absent / less / normal ☒
- iii) Energy to carry on daily activities: Absent / less / normal ☒

## 9. Do you have any worry / difficulties in the following areas of Sexuality

- a) Masturbation
- b) Semen-loss during sleep / urination (for boys)
- c) White discharge
- d) Menstrual cycle / flow
- e) Any other problem in Sex? Details No

## 10. Habits / hobbies: Do you have interest and spend time in the following activities.

- a) Sports or other physical activities : Daily / occasionally / No ☒
- b) Fine arts like music / dance / painting / drama : Daily / occasionally / No ☒
- c) Literature: Reading / Writing : Daily / occasionally / No ☒
- d) Yoga / Meditation / Breathing Exercises : Daily / occasionally / No ☒
- e) Smoking : Daily / occasionally / No ☒
- f) Alcohol / Drugs / Both : Daily / occasionally / No ☒



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11. Can you describe what type of person you are (Encircle the features)  
Shy, Sensitive, Active, Enthusiastic, Outgoing, Fun Loving, Serious, Hardworking, Short tempered,  
Easily get provoked to quarrel / Fight, Easy-going, Punctual, Disciplined, High moral values Rebel,  
Fearful, Rigid and unable to change, Optimistic, Pessimistic, Inability to trust others.
12. By putting a dot, please tell where do you stand in the Superiority- Inferiority Scale.  
Superiority \_\_\_\_\_ Inferiority. If you place towards inferiority side, why do you think you are inferior?
13. This section is to be filled by the Counsellor:
1. Who referred the student Class teacher
  2. Why he was referred (problems) Due to Smoking
  3. What is expected from counselor reduce the problem
  4. Is there an informant? Who? What is his / her version of the problem?
  5. Any other information available like Anti Social / Anti moral behaviours Details: No

## Part B: Condition of the student (to be filled by the counsellor)

After interviewing him, what are your impressions,

- ☒ He is having understandable problems or  
His problems are vague. Need clarification
- ☒ He is having problems in the following areas. Mention severity by using plus marks.
- +++ Severe, need urgent attention  
++ Moderately severe  
+ Mild

1. Self image Good
2. Studies / course Avg
3. Examination / related Avg
4. Classmates / Collegemates Avg
5. Teachers
6. Family } Good
7. Finance }
8. Health: Physical ☒  
Mental 2  
Sexual ☒
9. Habits playing mobile games
10. Other (Specify)



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### ACTION TO BE TAKEN:

1. Refer the student to: Counselor

2. Call and involve the family members Yes

3. Call and involve the friends Yes

4. Involve the teachers Yes

5. Accepted for Counselling Yes

6. No action required.

### Remarks:

He need to reduce Bad habits i.e. Smoking  
& love affairs

Masini Sunny  
Signature of the student

B. Jagadeesh  
Signature of the counsellor



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## STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : B. Jagadeeshw.

Name of the student : M. Sunny

Age : 19

Sex : Male

Class : II ECE

S. No	Date	Student Counselling on (problem)	Reason given by the student/Parent	Signature of student/Parent	Sign of counsellor	Assessment of student reaction after counselling
1	6/9/18	Studies & attendance	Due to health problems Not coming Regularly	M. Sunny	B. Jagadeeshw.	take a healthy food & Do yoga
2	18/10/18	Smoking	addicted because of his friends	M. Sunny	B. Jagadeeshw.	Leave that type of friends
3	20/11/18	love affairs	Due to age problem.	M. Sunny	B. Jagadeeshw.	it will damage your future
4	24/12/18	future goals	Want to put Business	M. Sunny	B. Jagadeeshw.	First complete B.Tech with good percentage Then plan for Business



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Ref: ACOE/COUN/AY2018-19/CS2

28-12-2018

## STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-2BECR47602

Branch : Electronics & Communication Engineering

Name of the Student : Marini Sunny

Roll No : 17MH1A0476

Age : 19

Sex M/F : Male

Course of class : II B.Tech

Living with Parents / relatives / hostel / alone / friends: Parents

Social Class Low/Middle/Upper : Middle

Education of Father : SSC

Education of Mother : Uneducated

Referred by Principal/Teacher/Self/Others: Teacher

Problem: Love affairs and bad habits

Description: The student was referred to the counselor by his class teacher by observing his attitude in the class. The referral stated that he has love affair and smoking. Marini sunny is 19 year old. He is observed in the class and outside the campus with some of his friends. He is not attending the classes regularly. Due to less attendance his proctor calls to his parents and they told him that he is coming to the college regularly. Many times he caught with smoking outside campus with his friends, after completion of the class work he used to spend more time with girl



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friend. Finally the counselor intimated to his parents about the situation and counselor spends some time to reduce those habits and also gave some suggestions. After few counselling sessions sunny reduced his bad habits and other things.

Teacher's Impression: Marini Sunny is hard working person. He even sometimes helping his father during the holydays. He will definitely overcome his bad habits and other things through counseling sessions.

Action Taken: Counselling

*B. Jagadeesh*  
Signature of the Counsellor