

COUNSELLING PROCEDURES

**PRE-COUNSELLING, COUNSELLING, POST-
COUNSELLING AND FOLLOW-UP**



BERCHMANS COUNSELLING CENTRE

PRE-COUNSELLING PROCEDURE

- ❖ Counselling services can be accessed through mandatory system and referral based.
- ❖ A mentor or any teacher can approach the counsellor and plan mandatory counselling for the entire batch without having conflict with regular time table.
- ❖ Peer mentors will help the counsellors to implement mandatory counselling.
- ❖ It is also possible to receive counselling service via referral. This referral can be self/teacher/mentor/peer mentor/friends etc...
- ❖ Referral cases will get priority.
- ❖ Students can contact BCC on phone (mobile no.: -9562054422) or directly come and take appointment as per their convenience.

COUNSELLING PROCEDURE

- ❖ At the time of appointment, the student should fill a form (Form- A) as a part of collecting basic details.
- ❖ Then they can meet the counsellor and take counselling service.
- ❖ Counsellor documented the process in Form-B & Form-C.

POST-COUNSELLING PROCEDURE

- ❖ After the session, counsellor and counselee (person who receives counselling service) together fix a time for follow-up (if needed).
- ❖ Follow-up sessions are documented exclusively by the counsellor (follow-up register) and counselee don't need to fill any document. They can come and receive the service as per their requirement.
- ❖ Students can share their feedback through feedback form.
- ❖ Follow-up can be online or offline according to the convenience of the counselee.

INTERVENTIONS PLANS

Intervention plan may include,

- ❖ Follow-up counselling.
- ❖ Referral (if needed)
- ❖ Involve teachers / friends.
- ❖ Family level intervention.
- ❖ Career Guidance
- ❖ Resource mobilization
- ❖ Advocacy, Linkages etc...

FUNCTIONING HOURS

Monday- Friday

09:30 am – 04:30 pm

Tele-counselling service available