



# 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/AY2019-20/01

Dt: 03-06-2019

## Office Order

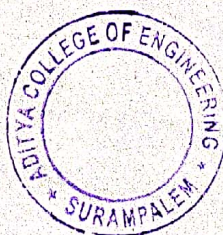
The undersigned is pleased to constitute counselling committee (SPANDANA) with the following members for the academic year 2019-20 to review and counsel behaviour of the students.

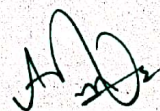
S. No.	Name of the Faculty/ Student	Designation	Role
1	Dr. A Ramesh	Principal	Chairman
2	Dr. Pullela S.V.V.S.Ravi Kumar	HOD-CSE	Convenor
3	Dr. R Giriprasad	HOD - CIVIL	Member
4	Mr. Y K S Subbarao	HOD-MECH	Member
5	Mr. G Ramakrishna	HOD-ECE	Member
6	Mr. K Manoj Kumar Reddy	HOD-EEE	Member
7	Mr. M Srinivasu	HOD- H&BS	Member
8	Dr. T Anilkumar	HOD - PT	Member
9	Dr. Y Srinivasa Rao	Professor - EEE	Member
10	Dr. P Hemalatha	Professor -H&BS	Member
11	Dr. V Swaminath	Assoc. Professor - CIVIL	Member
12	Mr. Putti Srinu	Asst.Prof-PT	Member
13	Ms. A Krishnaveni	Asst. Prof-CSE	Counsellor
14	Mrs Chavvakula Janaki Devi	Assoc. Prof-ECE	Counsellor
15	Mr. P Satish	Asst. Prof-MECH	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



  
PRINCIPAL

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SURAMPALAM-533 437





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ACOE/SPANDANA/AY2019-20/SOP

05-06-2019

## STANDARD OPERATING PROCEDURE

### FOR COLLEGE COUNSELLING COMMITTEE (AY 2019-20)

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 2019-20 which will be recorded in the minutes of meeting.
2. The counselling committee consists of women counselors, men counsellors and senior faculty members from all departments.
3. The institute has a unique mentoring system in such a way that one faculty member is assigned to every 20 students as a mentor. The mentor regularly monitors students regularity, behavior, academic performance and stress related issues.
4. Mentors counsel the students to resolve their minor issues. If any student needs an extra counselling for special needs or major problems, they will be referred to the trained counsellors by the mentors.
5. A requisition letter will be sent to the Principal seeking his permission to conduct the awareness programmes to students and faculty training programmes for counseling the students.
6. Circulating an internal notice to all the staff and students to participate in awareness programmes and faculty training programmes
7. Online training is given to the teachers on counselling activities by the "Indian Association of Educational Therapists – IAET".



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8. Teachers who attend training programmes 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 certified 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 counsellors maintain the student 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.

*psw...*  
Convener  
College Counselling Committee



*[Signature]*  
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ACOE/SPANDANA/AY2019-20/SPP

Dt: 12-06-2019

## COUNSELLING COMMITTEE - STRATEGIC PERSPECTIVE PLAN FOR THE ACADEMIC YEAR 2019-20

S.No	Tentative date of the Event	Name of the Event	Estimated Budget for the event(Rs.)
1	17 <sup>th</sup> -30 <sup>th</sup> of June 2019	Faculty training program on "EMOTIONAL INTELLIGENCE" by IAET	7500/-
2	06 <sup>th</sup> Aug 2019	Seminar on the topic "Life is Precious" by Psychiatrist Dr. K Ramareddy	10000/-
3	16 <sup>th</sup> - 29 <sup>th</sup> Dec 2019	Faculty training program on "SPECIFIC LEARNING DIABILITY" by IAET	4500/-
4	22 <sup>nd</sup> Jan 2020	Seminar on the topic "Personality Development and Leadership skills" by Psychologist Dr. V Manohar	5000/-

*psws ree*  
Convener  
College Counselling Committee

*[Signature]*  
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ACOE/SPANDANA/AY2019-20/CIR-01

Dt: 10-06-2019

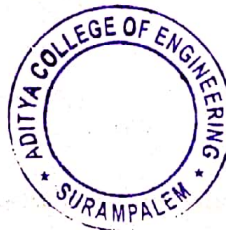
## Circular

This is to inform all the Counselling committee members that there will be a meeting on 11<sup>th</sup> June 2019 at 3.00 PM in Principal's 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

*psw*  
Convener  
College Counselling Committee



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





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ACOE/SPANDANA/AY2019-20/MOM1

Dt: 11-06-2019

## COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	11/06/2019	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	ACOE/SPANDANA/AY2019-20/CIR-01/Circular dated 10/6/2019		

A meeting was held on 11/06/2019 with the College Counselling Committee members in the Principal's chamber with the following agenda. The meeting was chaired by the Principal.

### 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.
4. The chair instructed the faculty to motivate the students and build positive attitude among them.





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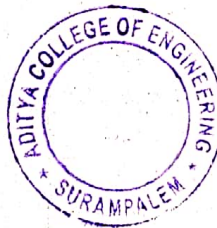
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5. After a thorough discussion with faculty members in the counseling committee two awareness programs are identified and promised to release necessary grants for conducting events successfully.
6. The meeting was concluded with thanks to the Chair

## List of Committee Members Present

S. No.	Name of the Faculty/ Student	Designation	Signature
1	Dr. A Ramesh	Principal	<i>A Ramesh</i>
2	Dr. Pullela S.V.V.S.Ravi Kumar	HOD-CSE	<i>psvrs ee</i>
3	Dr. R Giriprasad	HOD - CIVIL	<i>R. Giriprasad</i>
4	Mr. Y K S Subbarao	HOD-MECH	<i>Y K S Subbarao</i>
5	Mr. G Ramakrishna	HOD-ECE	<i>K M K Reddy G.P.R.</i>
6	Mr. K Manoj Kumar Reddy	HOD-EEE	<i>K M K Reddy</i>
7	Mr. M Srinivasu	HOD- H&BS	<i>M Srinivasu</i>
8	Dr. T Anilkumar	HOD - PT	<i>T Anil</i>
9	Dr. Y Srinivasa Rao	Professor - EEE	<i>Y Srinivasa Rao</i>
10	Dr. P Hemalatha	Professor -H&BS	<i>P Hemalatha</i>
11	Dr. V Swaminath	Assoc. Professor - CIVIL	<i>V Swaminath</i>
12	Mr. Putti Srinu	Asst.Prof-PT	<i>P. Srinu</i>
13	Ms. A Krishnaveni	Asst. Prof-CSE	<i>A Krishnaveni</i>
14	Mrs Chavvakula Janaki Devi	Assoc. Prof-ECE	<i>J Devi</i>
15	Mr. P Satish	Asst. Prof-MECH	<i>P Satish</i>

*psvrs ee*  
Convener  
College Counselling Committee



*A Ramesh*  
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ACOE/SPANDANA/AY2019-20/LET-01

Dt: 29-07-2019

From  
College Counselling Committee  
ACOE – Surampalem

To  
The Principal  
ACOE - Surampalem

Respected Sir,

Sub: Request for permission to conduct a seminar on “Life is Precious“-Reg;

With regard to the above cited subject, the College Counselling Committee is planning to organize a seminar on “Life is Precious” 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 06-08-2019 between 2 PM to 4 PM. 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.

Thank you Sir

*PSWS Ruel*  
Convener  
College Counselling Committee



5/29/2020

Gmail - Rishu Invitation for the seminar on "Life is precious"



M Gmail

Satish Perabattula <confidence.satish@gmail.com>

Reg: Invitation for the seminar on "Life is Precious"

Thu, August 01, 2019 at 10:19 AM

Satish Perabattula <satish\_mech@acoe.edu.in>  
To: Ramu Karri <ramareddy.karri@gmail.com>

---

From: Satish Perabattula

Sent: Thu, August 01, 2019 at 10:19 AM

To: Ramu Karri <ramareddy.karri@gmail.com>; HOD MECH <hodmech@acoe.edu.in>

Subject: Invitation to be the resource person for the seminar on "Life is Precious"

Dear sir,

With reference to our telephonic conversation, I would like to invite you to be the resource person for the seminar on "Life is Precious" which is proposed to be organized by the College Counselling Committee - SPANDANA. The event is scheduled on 06-08-2019 from 2.00 PM onwards.

We feel privilege to have you as our resource person for this seminar and we are eagerly waiting for your acceptance of our invitation.

--

Regards,

Satish Perabattula

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<https://mail.google.com/mail/u/0/?ui=2&ik=d96d94e302&view=lg&permmsgid=msg-f:1667998951406402324>

1/1



5/29/2020

Gmail - Re: Direct Invitation to be the resource person for the seminar on "Life is Precious"

**M**Gmail

Satish Perabattula <confidence.satish@gmail.com>

**Re: Subject: Invitation to be the resource person for the seminar on "Life is Precious"**

Ramu Karri <ramareddy.karri@gmail.com>

To: Satish Perabattula <confidence.satish@gmail.com>

Thu, August 01, 2019 at 04:25 PM

Dear Sir,

Thank you very much for the wonderful opportunity provided to deliver few words for student community. I hope I can reach the students to tackle their mental health effects with this seminar.

Thanking you.

Regards

Dr. K Ramareddy  
Director & Consultant Psychiatrist  
Manasa Hospital-Danavaipeta  
Rajahmundry.

On Thu, Aug 01, 2019 at 10:19 AM Satish Perabattula <confidence.satish@gmail.com> wrote:

Dear Sir,

With reference to our telephonic conversation, I would like to invite you to be the resource person for the seminar on "Life is Precious" which is proposed to be organized by the College Counselling Committee - SPANDANA. The event is scheduled on 06-08-2019 from 2.00 PM onwards.

We feel privilege to have you as our resource person for this seminar and we are eagerly waiting for your acceptance of our invitation.

--

Regards.

Satish Perabattula





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ACOE/PRIN/COUN/AY2019-20/CIR-02

Dt: 05-08-2019

## Circular

All the Staff and students are hereby informed that our College Counselling committee is planned to organize a seminar on "Life is Precious" 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 as per following details.

Date: 06-08-2019

Time: 2:00 PM

Venue: Ramanujan Bhavan - Seminar Hall -Ground Floor

PRINCIPAL

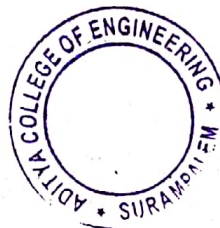
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SURAMPALEM-533 437

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ACOE/ SPANDANA/AY2019-20/REP-01

07-08-2019

## REPORT

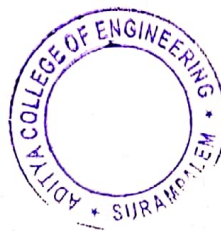
Topic : Life is precious  
Speaker : Dr. Karri Ramareddy, Psychiatrist  
Date & Time : 06-08-2019 at 2:00PM  
Venue : Ramanujan Bhavan - Seminar Hall -Ground Floor

The College Counselling Committee organized a seminar for all 2<sup>nd</sup> and 3<sup>rd</sup> year B.Tech students on 6<sup>th</sup> August 2019. 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 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.



Dr. Karri Ramareddy addressing the students in seminar about effects of drugs and suicide prevention

*pswsee*  
Convener  
College Counselling Committee



*[Signature]*  
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SURAMPALEM-533 437



# SPANDANA- STUDENT COUNSELLING SERVICES

## 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: Life is Precious  
 Date: 06-08-2019 Name of the Speaker: Dr. K. Rama Reddy

### EVALUATION

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

	1	2	3	4	5	Comments
1. The pre-workshop administration was appropriate and informative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. The workshop was scheduled at a suitable time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. The workshop facilities and location were appropriate and satisfactory.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. The workshop material was presented in a clear and organized manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Overall, the session was informative and valuable.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. In what ways this seminar helped you to satisfy your needs?	<p>seminar helped me to think about life in a different way.</p>					
8. Would you recommend this session to a colleague?	<p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>					
9. Other comments.	<p>seminar is informative</p>					



# SPANDANA- STUDENT COUNSELLING SERVICES

## 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: \_\_\_\_\_

Date: 06/08/2019

Name of the Speaker: \_\_\_\_\_

### EVALUATION

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

1 2 3 4 5

Comments

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

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

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

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

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

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

7. In what ways this seminar helped you to satisfy your needs?

Good. The time space is very less. It would have been more nice if time is more.

8. Would you recommend this session to a colleague?

Yes ☒ No ☐

9. Other comments. - No -



# SPANDANA-STUDENT COUNSELLING SERVICES

## 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: \_\_\_\_\_

*Life is Precious.*

Date: *6-08-2019*

Name of the Speaker: \_\_\_\_\_

*Dr. R. Rama Reddy*

### EVALUATION

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

1 2 3 4 5

Comments

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

☒ ☐ ☐ ☐ ☐

2. The workshop was scheduled at a suitable time.

☐ ☒ ☐ ☐ ☐

3. The workshop facilities and location were appropriate and satisfactory.

☐ ☒ ☐ ☐ ☐

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

☐ ☐ ☒ ☐ ☐

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

☐ ☒ ☐ ☐ ☐

6. Overall, the session was informative and valuable.

☐ ☒ ☐ ☐ ☐

7. In what ways this seminar helped you to satisfy your needs?

*Seminar changes my way of thinking.*

8. Would you recommend this session to a colleague?

Yes ☒ No ☐

9. Other comments:

*Speaker has shared good inputs.*



# SPANDANA- STUDENT COUNSELLING SERVICES

## 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: \_\_\_\_\_

Date: 06/8/2019

Name of the Speaker: \_\_\_\_\_

Dr. Kani Ramakrishna  
Life is precious

### EVALUATION

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

1 2 3 4 5

Comments

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

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

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

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

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

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

7. In what ways this seminar helped you to satisfy your needs?

- This seminar helped me in decision making at critical times.

8. Would you recommend this session to a colleague?

Yes ☒ No ☐

9. Other comments.

Very helpful & useful.





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ACOE/SPANDANA/AY2019-20/CIR-03

Dt: 04-11-2019

## Circular

This is to inform all the Counselling committee members that there will be a meeting on 05<sup>th</sup> Nov 2019 at 3.00 PM in Principal's chamber. All are requested to attend the meeting without fail.

### Agenda:

1. To review the activities and events which are being conducted by counselling cell.
2. To discuss the measures and precautions taken to help student having psychological issues.

*pswrs ree*  
Convener  
College Counselling Committee



*[Signature]*  
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ACOE/SPANDANA/AY2019-20/MOM2

Dt: 05-11-2019

## COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	05/11/2019	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	ACOE/SPANDANA/AY2019-20/CIR-03/Circular dated 04/11/2019		

A meeting was held on 05/11/2019 with the College Counselling Committee members in the Principal's chamber with the following agenda. The meeting was chaired by the Principal.

### Agenda:

1. To review the activities and events which are being conducted by counselling cell.
2. To discuss the measures and precautions taken to help student having psychological issues.

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 reviewed the progress of activities done by counselling committee in last 6 months.
2. The chair along with committee members monitored the students in all aspects like educational, personal & psychological issues.
3. The chair instructed HODs and faculty members to direct the students to participate in awareness programs conducted by the counselling committee.



# ADITYA COLLEGE OF ENGINEERING

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4. The chair instructed faculty to identify the students having psychological problems.
5. 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. A Ramesh	Principal	<i>ASR</i>
2	Dr. Pullela S.V.V.S.Ravi Kumar	HOD-CSE	<i>psvvs ree</i>
3	Dr. R Giriprasad	HOD - CIVIL	<i>R Giriprasad</i>
4	Mr. Y K S Subbarao	HOD-MECH	<i>YKS</i>
5	Mr. G Ramakrishna	HOD-ECE	<i>G.R.K</i>
6	Mr. K Manoj Kumar Reddy	HOD-EEE	<i>K.M.K Reddy</i>
7	Mr. M Srinivasu	HOD- H&BS	<i>M Srinivasu</i>
8	Dr. T Anilkumar	HOD - PT	<i>T Anilkumar</i>
9	Dr. Y Srinivasa Rao	Professor - EEE	<i>Y Srinivasa Rao</i>
10	Dr. P Hemalatha	Professor -H&BS	<i>P Hemalatha</i>
11	Dr. V Swaminath	Assoc. Professor - CIVIL	<i>V Swaminath</i>
12	Mr. Putti Srinu	Asst.Prof-PT	<i>P Srinu</i>
13	Ms. A Krishnaveni	Asst. Prof-CSE	<i>A Krishnaveni</i>
14	Mrs Chavvakula Janaki Devi	Assoc. Prof-ECE	<i>J Devi</i>
15	Mr. P Satish	Asst. Prof-MECH	<i>P Satish</i>

*psvvs ree*  
Convener  
College Counselling Committee

*ASR*  
PRINCIPAL

PRINCIPAL  
Aditya College of Engineering  
SURAMPALAM-533 437







# ADITYA COLLEGE OF ENGINEERING

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ACOE/SPANDANA/AY2019-20/LET-02

Dt: 09-01-2020

From  
College Counselling Committee  
ACOE – Surampalem

To  
The Principal  
ACOE - Surampalem

Respected Sir,

Sub: Request for permission to conduct a seminar on “Personality Development and Leadership Skills” -Reg;

With regard to the above cited subject, the College Counselling Committee is planning to organize a seminar on “Personality Development and Leadership Skills” by a renowned Psychologist Dr. V Manohar for the 1<sup>st</sup> B. Tech students in Ramanujan Bhavan - Seminar Hall on 22-01-2020 between 2 PM to 4 PM. The aim of this event is to improve the leadership skills and personality development among the student community. We also request you Sir to kindly grant an amount of Rs. 5000/- for the necessary arrangements.

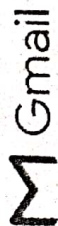
Thank you Sir

*pswv Re*  
Convener  
College Counselling Committee



5/29/2020

Gmail - Reg-Invitation for the seminar on "Personality Development and Leadership Skills"



Satish Perabattula <confidence.satish@gmail.com>

**Reg: Invitation for the seminar on "Personality Development and Leadership Skills"**

Thu, January 10, 2020 at 03:36 PM

Satish Perabattula <confidence.satish@gmail.com>

To: Live manohar <vmanohar123@gmail.com>

---

From: P Satish

Sent: Thu, January 10, 2020 at 03:36 PM

To: vmanohar123@gmail.com; HOD MECH <hodmech@acoe.edu.in>

Subject: Invitation to be the resource person for the seminar on "Personality Development and Leadership Skills"

Dear Sir,

With reference to our telephonic conversation, I would like to invite you to be the resource person for the seminar on "Personality Development and Leadership Skills" which is proposed to be organized by the College Counselling Committee –SPANDANA. The event is scheduled on 22-01-2020 from 2.00 PM onwards.

We feel privilege to have you as our resource person for this seminar and we are eagerly waiting for your acceptance of our invitation.

--

Regards,

Satish Perabattula

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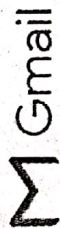
<https://mail.google.com/mail/u/0/?ui=1&ik=db25d584e302&view=lg&permmsgid=msg-f:2589632574815405861428>

1/1



5/29/2020

Gmail - Re: Subject: Invitation to be the resource person for the seminar on "Personality Development and Leadership Skills"



Satish Perabattula <confidence.satish@gmail.com>

Re: Subject: Invitation to be the resource person for the seminar on "Personality Development and Leadership Skills"

Live manohar [svmanohar123@gmail.com](mailto:svmanohar123@gmail.com)

To: Satish Perabattula <confidence.satish@gmail.com>

Fri, Jan 11, 2020 at 2:06 PM

Dear Sir,

Thanks for your invitation to enlighten students on personality development and communication skills. I will give my best to motivate the students with my presentation skills.

Thanking you.

Regards

V Manohar

Psychologist-Kakinada

Ph: +91-9491316241.

On Thu, Jan 10, 2020 at 3:36 PM Satish Perabattula <confidence.satish@gmail.com> wrote:

Dear Sir,

With reference to our telephonic conversation, I would like to invite you to be the resource person for the seminar on "Personality Development and Leadership Skills" which is proposed to be organized by the College Counselling Committee –SPANDANA. The event is scheduled on 22-01-2020 from 2.00 PM onwards.

We feel privilege to have you as our resource person for this seminar and we are eagerly waiting for your acceptance of our invitation.

--

Regards,

Satish Perabattula





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ACOE/SPANDANA/AY2019-20/CIR-04

Dt: 21-01-2020

## Circular

All the Staff and students are hereby informed that our College Counselling committee is planned to organize a seminar on "Personality Development and Leadership Skills" by a renowned Psychologist Dr. V Manohar for the 1<sup>st</sup> B. Tech students. All the students are requested to participate in the event as per the following details.

Date: 22-01-2020

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/AY2019-20/REP-02

23-12-2020

## REPORT

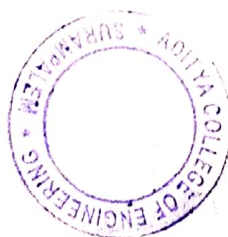
Topic : Personality Development and Leadership Skills  
Speaker : Dr. V Manohar, Psychologist  
Date & Time : 22-01-2020 at 2:00PM  
Venue : Ramanujan Bhavan - Seminar Hall -Ground Floor

The College Counselling Committee organized a seminar for all 1<sup>st</sup> year B.Tech students on 22<sup>nd</sup> January 2020. The seminar was addressed by Dr. V Manohar, Psychologist, Kakinada. The event was held in Ramanujan Bhavan seminar hall. Mr. P Ganesh, a student of 1<sup>st</sup> B.tech ECE 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 understanding various concepts like Dedication, Self-confidence, 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.



Students interacting with Psychologist Dr. V Manohar

*psw re*  
Convener  
College Counselling Committee



*AD*  
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: \_\_\_\_\_

Date: 22-01-2020

Name of the Speaker: \_\_\_\_\_

## EVALUATION

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

1 2 3 4 5

Comments

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

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

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

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

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

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

7. In what ways this seminar helped you to satisfy your needs?

good

8. Would you recommend this session to a colleague?

Yes

☒

No

☐

9. Other comments.

no comments



# SPANDANA-STUDENT COUNSELLING SERVICES

## 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: \_\_\_\_\_

Date: 22-01-2022

Name of the Speaker: \_\_\_\_\_

*Skills*  
Personality Development and leadership  
Dr. V. Manohar.

### EVALUATION

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

1 2 3 4 5

Comments

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

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

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

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

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

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

7. In what ways this seminar helped you to satisfy your needs?

*It Improves me a lot in take care of leadership skills.*

8. Would you recommend this session to a colleague?

Yes ☒ No ☐

9. Other comments.

*Excellent.*



## 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: Personality development and leadership skills

Date: 22-01-2020

Name of the Speaker: Dr. V. Manohar

## EVALUATION

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

1 2 3 4 5

Comments

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

☒ ☐ ☐ ☐ ☐

2. The workshop was scheduled at a suitable time.

☒ ☐ ☐ ☐ ☐

3. The workshop facilities and location were appropriate and satisfactory.

☒ ☐ ☐ ☐ ☐

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

☐ ☒ ☐ ☐ ☐

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

☐ ☒ ☐ ☐ ☐

6. Overall, the session was informative and valuable.

☒ ☐ ☐ ☐ ☐

7. In what ways this seminar helped you to satisfy your needs?

*Seminar inspires me a lot.*

8. Would you recommend this session to a colleague?

Yes ☒ No ☐

9. Other comments.

*good for us.*



# SPANDANA-STUDENT COUNSELLING SERVICES

## 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: \_\_\_\_\_

Personality Development & Leadership Skills

Date: 22-01-2020,

Name of the Speaker: \_\_\_\_\_

Dr. V. Manohar

### EVALUATION

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

1 2 3 4 5

Comments

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

☒ ☐ ☐ ☐ ☐

2. The workshop was scheduled at a suitable time.

☐ ☐ ☒ ☐ ☐

3. The workshop facilities and location were appropriate and satisfactory.

☒ ☐ ☐ ☐ ☐

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

☐ ☐ ☒ ☐ ☐

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

☒ ☐ ☐ ☐ ☐

6. Overall, the session was informative and valuable.

☐ ☒ ☐ ☐ ☐

7. In what ways this seminar helped you to satisfy your needs?

Speaker given good i/p.s.

8. Would you recommend this session to a colleague?

Yes ☒ No ☐

9. Other comments.

Speaker would have given more information - Sound system is not good.



# CERTIFICATE

## INDIAN ASSOCIATION OF EDUCATIONAL THERAPISTS - IAET

(Registered Under the Tamilnadu Societies Registration Act, 1975)

Reg.No.182/2015

This is to certify that **Ms. CHANNAKI DEVI** has successfully completed the Certificate Course on **EMOTIONAL INTELLIGENCE** conducted during **JUNE 17-30, 2019**. Number of hours: **45 hrs.** She has the capacity to function efficiently as an Emotional Intelligence Coach for anyone including the Children with Special-needs in educational and psychological services.

This online course focused on five core competencies of emotional intelligence Self-awareness, Self-regulation, Motivation, Empathy and Social skills and activities for developing emotional intelligence, communication skills, team building and interpersonal skills.

Certificate Number: **IE/10/IAET/2019**

*K. BHARATHI*

**K. BHARATHI**  
Director-Professional Development  
Certified PPT Basic Mediator, IAET,  
Date: July 01, 2019.



*S. MANOHARAN*

**S. MANOHARAN, M.Sc., App. Psychol.**  
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 Ms. *A KRISHNAVENI* has successfully completed the Certificate Course on **EMOTIONAL INTELLIGENCE** conducted during **JUNE 17-30, 2019**. Number of hours: 45 hrs. She has the capacity to function efficiently as an Emotional Intelligence Coach for anyone including the Children with Special-needs in educational and psychological services.

This online course focused on five core competencies of emotional intelligence Self-awareness, Self-regulation, Motivation, Empathy and Social skills and activities for developing emotional intelligence, communication skills, team building and interpersonal skills.

Certificate Number: EI/10/IAET/2019

*K.Bharathi*

**K.BHARATHI**  
Director-Professional Development  
Certified FIE Basic Mediator, IAET.  
Date: July 01, 2019.



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

*S. Manoharan*

**S.MANO HARAN, M.S.A. App.**  
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. *PERABATHULA SATISH* has successfully completed the Certificate Course on **SPECIFIC LEARNING DISABILITY** conducted during **December 16-29, 2019**. 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/2019

*Kelley*

**K.BHARATHI**

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

Date: December 30, 2019.



*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)

ACOE-3BML33801  
No.....

Date.....17-07-2019

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

Name: R. Eswar Nara Prasad Age: 21 years

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

Address: 2-87, Seethapuram, Yatapetka, E.G. Dist - 507134

Course: Mechanical Engineering 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) Love affair

When & How it started? Started at home when her parents know about our love matter

Problem: increasing / decreasing / same / fluctuating

Total duration of the problem? 6 months.

What are the causative factors / Who are causing the problem? Intercaste - Girl-friend

What the student has done to solve the problem? - Consulting my girlfriend.

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? - Expecting an advice to tackle the situation and concentrate on studies.





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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 41 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 28 Yrs. Education SSC

Housewife / Working lady Homemaker

She is caring / not caring Caring

Relationship with mother and father: Good / not satisfactory - Good

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

3. No. of brothers

: Elder 01 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?

Grandfather and grandmother

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

Staying in room  
at Ramampeta.

Stay: Comfortable / not comfortable

6. Financial condition of the family: Good  
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 - ☒ No
- 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? - ☒ No

## 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 - ☒ No

- 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 - *class teacher*
2. Why he was referred (problems) - *one to regular Absenteeism*
3. What is expected from counselor - *Tips to tackle the problem.*
4. Is there an informant? Who? What is his / her version of the problem? *problem with girlfriend*
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 *understandable.*  
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 - *Absenteeism.*
3. Examination / related - *Nil*
4. Classmates / Collegemates - *Nil.*
5. Teachers - *Nil*
6. Family - *he has to convince his parents for marrying his girlfriend.*
7. Finance
8. Health: Physical - *Good.*  
Mental  
Sexual
9. Habits - *Remodelling bikes.*
10. Other (Specify) - *Nil.*





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## ACTION TO BE TAKEN:

1. Refer the student to: Counsellor
2. Call and involve the family members - not required.
3. Call and involve the friends - Not required.
4. Involve the teachers - Not required.
5. Accepted for Counselling - Yes.
6. No action required. ☒

Remarks: ASKED THE student to meet every week.  
Student is advised to talk with her boyfriend and  
prioritize the marriage for 2 years until her  
settlement.

R. Eswara  
Signature of the student

[Signature]  
Signature of the counsellor





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## STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : P. Satish  
Name of the student : R. Eswar vara prasad  
Age : 21  
Sex : Male  
Class : 1<sup>st</sup> B-Tech

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	17/07/2019	Problem with girlfriend	Inter caste Problem.	R. Eswar		He decided not to break much to it he has broken his home
2	22/07/2019	Relationship with Parents	Problem with girlfriend's brother.	R. Eswar		He said he will talk with his parents daily.
3	03/08/2019	Studies management Exam fear	He is not able to concentrate due to his girlfriend.	R. Eswar		He said he will follow up to concentrate in studies.
4	16/08/2019	Future planning & career goals	After counselling he set his goal and he said he will achieve it.	R. Eswar		He thanked the counsellor for his guidance.





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Ref: ACOE/COUN/AY2019-20/CS1

24-08-2019

## STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-3BMEL33801  
Branch : Mechanical Engineering  
Name of the Student : Rasakonda Eswara Varaprasad  
Roll No : 18MH5A0338  
Age : 21  
Sex M/F : Male  
Course of class : III B.Tech  
Living with Parents / relatives / hostel / alone / friends: Friends  
Social Class Low/Middle/Upper : Middle  
Education of Father : SSC  
Education of Mother : SSC  
Referred by Principal/Teacher/Self/Others: Teacher

Problem: *Problems with girl friend*

Description: The student was referred to the counselor by his class teacher by observing his regular absenteeism. The referral stated that he was stressed and was seeking help due to problems with his girl friend. Eswar is 21 year old. He was polite and friendly but he seemed to be over burdened. For most of the time during interaction he leaned forward and spoke rapidly. The student explained that he was in long time relationship with the girl but was experiencing doubts about getting married due to inter caste. Her parents are forcing her to marry another guy





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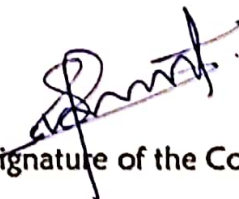
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after knowing her relationship with Eswar. His girl friend wanted him to marry immediately but Eswar is not ready to do so, as he is still studying. Eswar mentioned that he was not able to concentrate on studies due to this issue. After few counselling sessions, Eswar decided that to settle well in his life by getting a good job and marry his girl friend. Eswar told his girl friend to procrastinate the marriage proposals for 2 years so that he can convince her father after getting a good job.

Teacher's Impression: Eswar is self motivated and hard working. He is a practical man and thinks in a matured way unlike other students. He will definitely achieve whatever he wants in his life.

Action Taken: Counselling

  
Signature of the Counsellor





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## SPANDANA- STUDENT COUNSELLING SERVICES

(Confidential)

ACOE-  
No. 3BML31802

Date 13/02/2019

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

Name: K. HARISH Age: 20 years

Sex: Male / ~~Female~~ Living with parents / ☒ guardians / Hostel / Other

Address: 6-1/27, I.G. Nagar, Biccavolu, East Godavari - 533343

Course: MECHANICAL ENGG. Class: III B.Tech

What is the Problem?

- a) related t studies, b) classmates / friends, c) teachers d) family  
e) finance, f) self, g) health h) \_\_\_\_\_

When & How it started? - Problem started after my father expired.

Problem: increasing / decreasing / same / fluctuating

Total duration of the problem? - 2 Years

What are the causative factors / Who are causing the problem? - Family conditions

What the student has done to solve the problem? - Going for daily wage works sometimes

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Examinations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Relationship with classmates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Relationship with teachers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Relationship with family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Financial	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8 Sexual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Future	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10 Any other Specify	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What type of help expected from the counselors? - Seeking an advice to reduce the financial burdens.





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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 ..... Yrs ..... Education .....

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 uneducated

Housewife / ☒ Working lady ..... Dialy Wage worker

She is caring / ☒ not caring ..... Caring

Relationship with mother and father: Good / not satisfactory - Good

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

3. No. of brothers

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

Sisters

: Elder ..... Nil ..... Younger ..... 01

Relationship with ☒ brothers / ☒ sisters / Good: Not Satisfactory

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

Nobody

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

staying at home.

Stay: Comfortable / not comfortable

6. Financial condition of the family:

Serious problems.  
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 — Nil.

- d) Relationship with classmates: Good / Not satisfactory / strained — Good

- e) Relationship with teachers: Good / Not satisfactory / Strained: — Good.

- f) Any specific administrative problems in the college

Details: Nil.

- g) Any difficulty to continue the course?

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

Nil

- b) any treatment being taken now? Details.

Nil

- 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 - ~~Self~~ self referred
2. Why he was referred (problems) - Financial problems.
3. What is expected from counselor - Seeking an advise.
4. Is there an informant? Who? What is his / her version of the problem? - Yes
5. Any other information available like Anti Social / Anti moral behaviours Details. - not.

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 - understandable
- 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 - Good
3. Examination / related - Good.
4. Classmates / Collegemates - Good
5. Teachers - Good
6. Family - Good
7. Finance - very bad.
8. Health: Physical
- Mental - Good
- Sexual

9. Habits - Jogging, studying
10. Other (Specify) -





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## ACTION TO BE TAKEN:

1. Refer the student to: Counsellor.
2. Call and involve the family members - not required
3. Call and involve the friends - not required.
4. Involve the teachers - Yes, informed about financial condition.
5. Accepted for Counselling - Yes.
6. No action required - Yes

Remarks: Student is given tips to tackle financial burdens

Signature of the student

Signature of the counsellor





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## STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : P. Satish  
Name of the student : K. Harish  
Age : 20  
Sex : Male  
Class : III A. Tech

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	13/08/19	Financial problems	Financial problem due to his brother's death			He said he is not able to concentrate but he will try meditation etc..
2	23/08/19	Family problems	Student goes to dialy wage works to meet his family needs			He felt quite relaxed after sharing his problems.
3	3/9/19	Sister education & marriage	Student is not able to divide the money for his sister's education & marriage			He said he will work hard to get good job.
4	10/9/19	Future goals & careers, part time job	Seeking for other opportunities to earn money			He thanked counsellors for helping him with guidance.





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Ref: ACOE/COUN/AY2019-20/CS2

27-09-2019

## STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-3BMEL31802  
Branch : Mechanical Engineering  
Name of the Student : Kola Harish  
Roll No : 18MH5A0318  
Age : 20  
Sex M/F : Male  
Course of class : III B.Tech  
Living with Parents / relatives / hostel / alone / friends: Parents  
Social Class Low/Middle/Upper : Low  
Education of Father : Uneducated (Late)  
Education of Mother : Uneducated

Referred by Principal/Teacher/Self/Others: Self

Problem: *Financial Problems*

Description: The student was referred to the counselor by his class teacher by observing his attitude in the class. The referral stated that he was having financial problems at his home and so he was not able to purchase the text books. Harish is 21 year old. His father is expired and his mother is a daily wage worker. He has one younger sister who is studying intermediate first year. Harish said that he was worrying a lot and feeling anxious over financial issue. He was not able to sleep sometimes due to their financial burdens. He said that he was feeling guilty





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spending money on non essentials also. Few tips were given to Harish about getting an education loan without surety. He was also introduced about part time job opportunities in the evening time. After few counseling sessions, Harish seemed to be quite relaxed and balanced.

Teacher's Impression: Harish is energetic and hard working person. He even sometimes goes to fields along with his mother to meet his study needs. He will definitely overcome his financial burdens through counseling sessions.

Action Taken: Counselling

  
Signature of the Counsellor





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## SPANDANA- STUDENT COUNSELLING SERVICES

(Confidential)

No. ACO E - 4 BML34602

Date 19/09/2019

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

Name: S. Sravan Durga Ram Age: 22 years

Sex: ☒ Male / ☐ Female. Living with ~~parents~~ / guardians / Hostel / Other friends

Address: 11-4-5/22, Mohan Nagar, Pithapuram, E.G.Dt - 533450

Course Mechanical Engineering Class IV B.Tech

What is the Problem?

- a) related t studies, b) classmates / friends, c) teachers d) family  
e) finance, f) self, g) health h) Sexual problem.

When & How it started? - Started in 3<sup>rd</sup> year after started watching blue films.

Problem: increasing / decreasing / same / fluctuating

Total duration of the problem? - 1 year.

What are the causative factors / Who are causing the problem? - movies

What the student has done to solve the problem? - trying not to watch porn clippings

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? Seeking an advice from the counsellor to get rid of the problem





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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 BSC

He is strict / ☒ fearful / helpful / kind

He cares / ☒ does not care for family

Alcohol: No / ☒ uses occasionally / use excessively

2. Mother

: ☒ Alive / ☐ dead

Age 41 Yrs. Education uneducated

Housewife / Working lady housewife

She is ☒ caring / not caring caring

Relationship with mother and father: Good / not satisfactory

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

3. No. of brothers

: Elder 02 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?

Grandfather

5. If the student is living with guardians / hostel / room details: Living with friends in  
Ramesampet.

Stay: Comfortable / not comfortable

6. Financial condition of the family: Good.  
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*  
parent's choice, ✓  
others's choice

- b) Interest in the course: Present / absent ✓

- c) Any specific difficulties / problems in studies / exam *Good*

- d) Relationship with classmates: Good / Not satisfactory / strained *Good*

- e) Relationship with teachers: Good / Not satisfactory / Strained *Good*

- f) Any specific administrative problems in the college

Details: *Nil*

- g) Any difficulty to continue the course? *10-Appears till 4th Retch*

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

*Nil*

- b) any treatment being taken now? Details.

*Nil*

- 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 - *over. Masturbation*

- 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 Self.
2. Why he was referred (problems) over masturbation
3. What is expected from counselor Seeking an advice
4. Is there an informant? Who? What is his / her version of the problem? Self, sound.
5. Any other information available like Anti Social / Anti moral behaviours Details. Nil.

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 ✓ moderately severe.
  - + Mild

1. Self image - Average
2. Studies / course - Below Avg.
3. Examination / related - Not doing well.
4. Classmates / Collegemates - Good.
5. Teachers - Good
6. Family - Good
7. Finance - Good
8. Health: Physical - Sound.  
Mental  
Sexual

9. Habits - watching movies
10. Other (Specify)





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## ACTION TO BE TAKEN:

1. Refer the student to: Psychologist.
2. Call and involve the family members Not required.
3. Call and involve the friends NOT required.
4. Involve the teachers Not required.
5. Accepted for Counselling Yes.
6. No action required Action required.

Remarks: Student is wild and having arrears.

S. Sravan Kumar Ram  
Signature of the student

[Signature]  
Signature of the counsellor





# ADITYA COLLEGE OF ENGINEERING

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## STUDENT COUNSELLING CENTRE REGISTER

Name of the Counsellor : P. Satish  
Name of the student : S. Sravan Durga Ram  
Age : 22  
Sex : Male  
Class : IV B.Tech.

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	19/09/19	Sexual Problem	He felt very weak due to over masturbation.	S. Sravan Durga Ram		He said he will follow the tips given by counsellor.
2	30/09/19	over masturbation	He is not able to control his sexual desire.	S. Sravan Durga Ram		He said he will follow the tips given by counsellor to avoid it.
3	02/10/19	watching porn	He said he will watch porn when he is alone.	S. Sravan Durga Ram		He said he will stop watching porn by not staying alone.
4	22/10/19	Recreation activities Future goals	He said he started concentrating on other activities like games, music, etc. Started thinking about career.	S. Sravan Durga Ram		He thanked counsellor for his guidance to embrace an active, game.





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Ref: ACOE/COUN/AY2019-20/CS3

23-10-2019

## STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-4BMEL34603  
Branch : Mechanical Engineering  
Name of the Student : Setti Sravan Durga Ram  
Roll No : 17MH5A0346  
AGE : 22  
Sex M/F : Male  
Course of class : IV-B.Tech  
Living with Parents / relatives / hostel / alone / friends: Friends  
Social Class Low/Middle/Upper : Middle  
Education of Father : SSC  
Education of Mother : Uneducated

Referred by Principal/Teacher/Self/Others: Self

Problem: *Sexual Problems – Over masturbation*

Description: The student was referred to the counselor by himself. The referral stated that he was not able to control his sexual fantasies and masturbate number of times in day. Sravan stated that he was feeling very weak due to this activity and not able to concentrate on studies. He also said that he was feeling severe guilt and fear. Sravan is 22 year old. He said that he watches blue films every day and get bad thoughts on women that he comes across. Sravan was informed about the effects of over masturbation and tips to avoid it. He was asked to change his





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thoughts and stop watching blue films. After few sessions, sravan engaged himself in solving puzzles, reading novels. He told that he limited his internet browsing time and changed his thoughts.

Teacher's Impression: Sravan is a mild student in the class and he shows no interest in the class. He is having few arrears also. One has to always poke him to study so that he can give good result.

Action Taken: Counselling.



Signature of the Counsellor





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## SPANDANA- STUDENT COUNSELLING SERVICES

(Confidential)

No. ACE -  
4.TSEE R21104.....

Date 14/10/2019.....

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

Name: T. Alavin Age: 21 years

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

Address: Ward NO-8, Medical Pahad, Andaman Nicobar - 744107

Course: IV B.Tech EEE Class: IV

What is the Problem?

- a) related t studies, b) classmates / friends, c) teachers d) family  
e) finance, f) self, g) health h) difficulties in studies.

When & How it started? II Year Inter

Problem: increasing / decreasing / same / fluctuating

Total duration of the problem? 3 years

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

What the student has done to solve the problem? Reads the Questions Answer Number of times

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	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
2 Examinations	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
3 Relationship with classmates		<input checked="" type="checkbox"/>	
4 Relationship with teachers		<input checked="" type="checkbox"/>	
5 Relationship with family		<input checked="" type="checkbox"/>	
6 Health		<input checked="" type="checkbox"/>	
7 Financial		<input checked="" type="checkbox"/>	
8 Sexual	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
9 Future			
10 Any other Specify			

What type of help expected from the counselors?

How to study well and get good marks in examinations.





# ADITYA COLLEGE OF ENGINEERING

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

## Details of the family and college life:

1. Father

: ☒ Alive / ☐ dead

Living with the family / stays most of the time away

Age 48 Yrs. Education Intermediate

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 SSC

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? — 2/1

3. No. of brothers

: Elder 1 Younger

Sisters

: Elder Younger 1

Relationship with brothers / sisters / ☒ Good: ☐ Not Satisfactory

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

Grand mother

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

Staying with friends in peddapuram.

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?

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

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 - Bad
3. Examination / related - Avg.
4. Classmates / Collegemates - Good.
5. Teachers
6. Family } Good
7. Finance }
8. Health: Physical ✓  
Mental ✓  
Sexual ✓

9. Habits

playing games in mobile

10. Other (Specify)





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## 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 - NOT required
4. Involve the teachers - Informed the problem to teachers
5. Accepted for Counselling Yes.
6. No action required - Action req.

Remarks: Student is very mild and having less memory power. Need more attention -

T. Naveen.  
Signature of the student

[Signature]  
Signature of the counsellor





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## STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : A. Krishnaveni  
Name of the student : T. Navin.  
Age : 21  
Sex : Male.  
Class : IV - BTech 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	14/10/19.	Studies	Not Interested in Reading books	T. Navin	Krishi	spending some time in watching lecture videos.
2	22/10/19	Tips to Improve memory	Forgetting	T. Navin	Krishi	practicing & writing the material repeatedly
3	30/10/19	Exam fear.	Because of results	T. Navin	Krishi	slowly overcoming fear
4	08/11/19	self confidence.	Inferiority	T. Navin	Krishi	able to lecture speak in public.





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Ref: ACOE/COUN/AY2019-20/CS4

18-11-2019

## STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-4BEER21104  
Branch : Electrical and Electronics Engineering  
Name of the student : T Navin  
Roll No : 16MH1A0211  
Age : 21  
Sex M/F : Male  
Course of class : IV B.Tech  
Living with Parents / relatives / hostel / alone / friends: Parents  
Social Class Low/Middle/Upper : Middle  
Education of Father : Intermediate  
Education of Mother : SSC

Referred by Principal/Teacher/Self/Others: Parents

Problem: *Difficulties in studies – Poor Memory*

Description: The student was referred to the counsellor by his parents. The referral stated that he was not able to concentrate on studies due to bad memory power. Naveen stated that he was feeling ashamed with his bad academic performance. He also said that he was not able to remember anything even if he reads it number of times. Naveen is 21 year old and stays with his parents. His parents are worrying a lot about his son and seeking the help from counselor. Naveen was informed some of the ways to improve his memory. He was instructed to study a topic in a repeat





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mode and asked him to put more focus. He was asked to avoid multi tasking. He was also instructed to use mnemonics so that he can remember more complicated pieces of information through acronyms, rhymes and imagery. Their parents were also informed not to force the student to study every time. After few sessions, Navin academic performance was improved and scoring good marks.

Teacher's Impression: Navin is a mischievous student in class and shows no interest on studies. He is a passive listener of the class and normally sits in the back bench. He always tries to escape from the class by giving silly reasons. He has to put more efforts to clear all the subjects.

Action Taken: Counselling

Signature of the Counsellor





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## SPANDANA-STUDENT COUNSELLING SERVICES

(Confidential)

No. ACOE-4B.CSR.54.205

Date 16/11/2019

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

Name: P. Surendra Age: 21 years

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

Address: D.NO. 2-129, Pothavaram, Nallajarla, W.G - 534176

Course: CSE Class: IV

What is the Problem?

- a) related t studies, b) classmates / friends, c) teachers d) family  
e) finance, f) self ☒ g) health h) Tobacco/Alcohol use

When & How it started? during final yr. B.Tech & to reduce stress

Problem: increasing / decreasing / same / fluctuating.

Total duration of the problem? 1 yr

What are the causative factors / Who are causing the problem? friend &

What the student has done to solve the problem? Approached 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			<input checked="" type="checkbox"/>
2 Examinations		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 Relationship with classmates			<input checked="" type="checkbox"/>
4 Relationship with teachers			<input checked="" type="checkbox"/>
5 Relationship with family		<input checked="" type="checkbox"/>	
6 Health	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7 Financial		<input checked="" type="checkbox"/>	
8 Sexual			<input checked="" type="checkbox"/>
9 Future			
10 Any other Specify			

What type of help expected from the counselors?

Seeking guidance to abstain from 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 50 Yrs. Education B.S.C.

He is strict / fearful / helpful / kind

He cares / does not care for family

Alcohol: No / uses occasionally / use excessively

2. Mother

: Alive / dead

Age 46 Yrs. Education 10<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?

3. No. of brothers

: Elder 1 Younger

Sisters

: Elder Younger 1

Relationship with brothers / sisters / Good: Not Satisfactory

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

N.O.

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

friend's  
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? NO

## 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

- 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 *teacher*
2. Why he was referred (problems) *due to Alcohol Consumption*
3. What is expected from counselor *Advise*
4. Is there an informant? Who? What is his / her version of the problem? - *Smoking, Drinking*
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 - *Avq.*
3. Examination / related - *avg.*
4. Classmates / Collegemates - *Good.*
5. Teachers
6. Family
7. Finance } *Good*
8. Health: Physical ✓
  - Mental ✓
  - Sexual ✓
9. Habits - *playing cricket*
10. Other (Specify) -



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## ACTION TO BE TAKEN:

1. Refer the student to: doctor (Psychiatrist).
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 is habituated to alcohol only when started staying with friends.

P. Surendra

Signature of the student

K. Venk

Signature of the counsellor





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## STUDENTS COUNSELLING CENTRE REGISTER

Name of the Counsellor : A. Krishnaveni  
Name of the student : P. Surendra.  
Age : 21  
Sex : Male,  
Class : IV B.Tech.

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	16/11/2019	Drinking	staying with friends, leisure time Drinking	P. Surendra	X. Vani	Spending less time with friends.
2	25/11/2019	Smoking	staying with friends and Smoking	P. Surendra	X. Vani	shifting Room to avoid Smoking
3	3/12/2019	future goals & Career.	Good Engineer & Getting Job	P. Surendra	X. Vani	Taking skill Development courses.
4	11/12/2019	Relation with family.	family	P. Surendra	X. Vani	Spending time and phone conversation Improved



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Ref: ACOE/COUN/AY2019-20/CS5

23-12-2019

## STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-4BCSR54205  
Branch : Computer Science Engineering  
Name of the Student : Pichikala Surendra  
Roll No : 16MH1A0542  
Age : 21  
Sex M/F : Male  
Course of class : IV B.Tech  
Living with Parents / relatives / hostel / alone / friends: Friends  
Social Class Low/Middle/Upper : Middle  
Education of Father : B.Sc  
Education of Mother : SSC

Referred by Principal/Teacher/Self/Others: Teacher

Problem: *Tobacco/Alcohol use*

Description: The student was referred to the counsellor by his teacher. The teacher observed the alcohol smell when student was entering into the class. The referral stated that he drinks alcohol for stress relief and lowering inhibitions. Surendra is 21 year old and stays with his friends. Surendra has no habit of drinking alcohol till his 3<sup>rd</sup> year B.Tech as he used to stay with his parents. But in final year due to Project work, he started staying with his friends near to college. He was introduced to the alcohol for the first time in his friend's birthday party. He then habituated slowly





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and started drinking heavily. He was also habituated to tobacco use while drinking alcohol. Surendra was enlightened with the effects of alcohol and tobacco use. He was also informed about how the alcohol affects our body and brain by showing some visuals. Surendra also got deep insights into nautical disorders, offences and penalties in counselling sessions. After few sessions, he eventually stopped taking alcohol by avoiding friends who drink alcohol and setting the new goals.

Teacher's Impression: Surendra is obedient student and good at studies. He is an active listener in the class and has no arrears. He is a friendly person. He respects his teachers and listen to everything whatever they say. His biggest weakness is trouble saying "NO"

Action Taken: Counselling

Signature of the Counsellor



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## SPANDANA STUDENT COUNSELLING SERVICES

(Confidential)

No. ACOE-3BECR45906

Date 16/12/2019

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

Name Gr. Anusha Age 20 years

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

Address 2-3D, Ranganalampeta St, Rangampeta, Peddapuram mandal  
E.G.DT - 533437

Course ECE Class III B.Tech.

What is the Problem?

- a) related t studies, b) classmates / friends, c) teachers d) family  
e) finance, f) self, g) health h) Excess fear/anxiety

When & How it started? After shifted to Hostel, during II<sup>nd</sup> year B.Tech.

Problem: increasing / decreasing / same / fluctuating → Increasing

Total duration of the problem? → One year.

What are the causative factors / Who are causing the problem? → Missing her parents, staying alone.

What the student has done to solve the problem? → Consult psychiatrist.

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?

Guidance to solve the excess fear/anxiety.





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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 ..... 50 ..... Yrs. .... M.Sc. Education ..... H.Sch. Helpful.

He is strict / fearful / helpful / kind

He cares / ☒ does not care for family

Alcohol: No / uses occasionally / use excessively

2. Mother

: ☒ Alive / ☐ dead

Age ..... 45 ..... Yrs. .... B.Com. Education .....

Housewife / Working lady ..... Housewife.

She is caring / not caring ..... Caring.

Relationship with mother and father: Good / not satisfactory

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

3. No. of brothers

: Elder ..... 1 ..... 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 one → staying in hostel. ....

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

Ladies Hostel - 205.

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:

g) Any difficulty to continue the course? NO.

## 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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Aditya Nagar, ADB Road, Surampalem - 523 437, E.G. Dist., Pin 523437

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? *0.1/100*

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

1. Who referred the student - *Her friends.*
2. Why he was referred (problems) - *due to change in behavior.*
3. What is expected from counselor - *advice.*
4. Is there an informant? Who? What is his / her version of the problem? - *friend.*
5. Any other information available like Anti Social / Anti moral behaviours Details.

*In Teaching Community.*

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 - *Avy*
2. Studies / course - *Above Avg.*
3. Examination / related - *Good.*
4. Classmates / Collegemates - *Good*
5. Teachers
6. Family
7. Finance
8. Health: Physical
- Mental *✓* - *Mental.*
- Sexual

9. Habits - *listening music, playing games*
10. Other (Specify)



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## ACTION TO BE TAKEN:

1. Refer the student to: referred to Psychiatrist.
2. Call and involve the family members - Inform to parents reg. the
3. Call and involve the friends - N.R., problem in a detail manner.
4. Involve the teachers - Inform the situation
5. Accepted for Counselling - Yes
6. No action required - Revised.

Remarks: She is obedient but feeling homesick

G. Anyha.

Signature of the student

[Signature]

Signature of the counsellor





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## STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : ch. Jarakhi Devi  
Name of the student : G. Anusha  
Age : 20  
Sex : Female  
Class : II B.Tech

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	16/12/19	Anxiety & fear.	Parents said that it was 1st time for her to stay away from parents.	G. Anusha	ch. Jarakhi Devi	She said she follows tips given by counsellor to reduce anxiety & fear.
2	23/12/19	Home sick	Student said she was more attached to her mother.	G. Anusha	ch. Jarakhi Devi	She said that she will spend more time with her friends.
3	04/01/20	Loneliness	Student said she feels lonely.	G. Anusha	ch. Jarakhi Devi	She said she will concentrate on other activities also like music, etc.
4	11/01/20	Marriage & career goals	Student is worrying about her career due to health.	G. Anusha	ch. Jarakhi Devi	She said she will feel OK as she is going home for festival holidays.



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Ref: ACOE/COUN/AY2019-20/CS6

20-01-2020

## STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-3BECR45906  
Branch : Electronics & Communications Engineering  
Name of the Student : Ganji Anusha  
Roll No : 17MH1A0459  
Age : 20  
Sex M/F : Female  
Course of class : III B.Tech  
Living with Parents / relatives / hostel / alone / friends: Hostel  
Social Class Low/Middle/Upper : Upper  
Education of Father : M.Sc  
Education of Mother : B.Com  
Referred by Principal/Teacher/Self/Others: Others  
Problem: *Excess Fear / anxiety - Insomnia*

Description: The student was referred to the counsellor by her friends. Anusha friends observed the change in her behavior and referred her to the counsellor. The referral stated that she was feeling fear and anxiety at unexpected times. She stated that she was experiencing recurring panic attacks in nights at hostels. She was not able to sleep and spending sleepless nights in hostel. She also said that she was having fear of being judged by others in social situations. Anusha is 20 year old and stays in hostel. Anusha used to stay with her parents till her 2<sup>nd</sup> B.Tech and shifted to hostel later as





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her father got transferred to other location. She said that she was missing her parents badly as it was the first time for her to stay from her parents. She was instructed to spend more time with her friends and mingle with all. She was also instructed to not to stay alone. She was asked to spend time by playing out door games and doing meditation. Her parents were informed regarding the situation and advised them to consult psychiatrist.

Teacher's Impression: Anusha is an obedient student and good at studies. She has more attachment with her mother. Anusha academic performance was drastically dropped due to her health problems and home sick.

Action Taken: Referred to psychiatrist and intimated the same problem to parents.

Signature of the Counsellor