



ADITYA COLLEGE OF ENGINEERING

Approved by AICTE, Permanently Affiliated to JNTUK & Accredited by NAAC
Recognized by UGC under Sections 2(f) and 12(B) of UGC Act, 1956

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

ACOE/PRIN/COUN/AY2020-21/01

Dt: 02-11-2020

Office Order

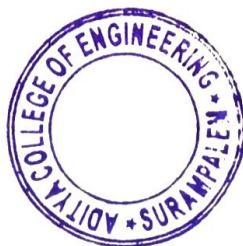
With reference to the office order, the following counselling committee is constituted with the following members for the A.Y. 2020-21.

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	Mr. Y K S Subbarao	HOD-MECH	Committee Member
4	Mr. G Ramakrishna	HOD-ECE	Committee Member
5	Mr. K Manoj Kumar Reddy	HOD-EEE	Committee Member
6	Ms. A Krishnaveni	Asst. Prof-CSE	Counsellor
7	Mrs Chavvakula Janaki Devi	Asso. Prof-ECE	Counsellor
8	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




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ACOE/PRIN/COUN/AY2020-21/SOP

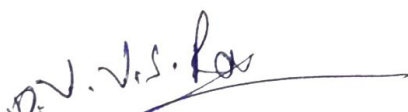
06-11-2020

STANDARD OPERATING PROCEDURE

FOR COLLEGE COUNSELLING COMMITTEE (AY 2020-21)

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 2020-21 which will be recorded in the minutes of meeting.
2. A requisition letter is sent to the Principal seeking his permission to conduct the awareness programmes to students and faculty training programmes for counseling the students.
3. Circulating an internal notice to all the staff and students to participate in awareness programmes and faculty training programmes.
4. 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
5. Counselling the students in a private confidential environment in College Counselling committee Cell **SPANDANA** by trained counsellors. The counsellor may work with a case directly (face to face or phone contact with the client) or indirectly (case consultation and debriefing with staff, or students involved with the case).
6. Referring the student to psychiatrist if the student issue is not solved and intimate their parents.


Convener
College Counselling Committee.




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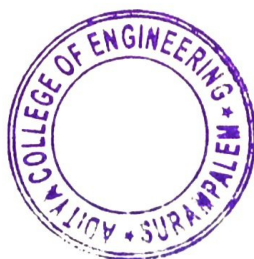
ACOE/PRIN/COUN/AY2020-21/SPP

Dt: 13-11-2020

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

S.No	Date of the Event	Name of the Event	Estimated Budget for the event
1	16 th -28 th of November 2020	Faculty training Program on “IMPORTANCE OF INNER PEACE” by IAET	7500
2	10 th Feb 2021	Seminar on the topic “How to live life happily” by psychiatrist Dr. K Ramareddy	10000
3	12 th – 26 th April 2021	Faculty training Program on “VEDANTA” by IAET	4500
4	22 nd July 2021	Seminar on the topic “Personality Development and Employability skills” by psychologist Dr. RatnamRaju	5000


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ACOE/PRIN/COUN/AY2020-21/CIR-02

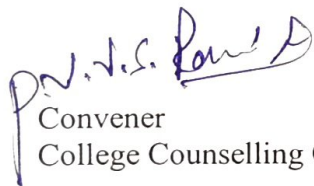
Dt: 02-11-2020

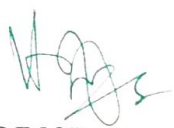
Circular

This is to inform all the Counselling committee members that there will be a meeting on 05th October 2020 at 3.00 PM in Principal chamber. All are requested to attend the meeting without fail.

Agenda:

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


Convener
College Counselling Committee


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ACOE/PRIN/COUN/AY202-21/MOM1

De: 05-11-2020

COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	05-11-2020	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/PRIN/COUN/AY2020-21/CIR-01/Circular dated 02-11-2020		

A meeting was held on 05-11-2020 with the College Counselling Committee members in the Principal's chamber with the following agenda. The meeting was chaired by Respected Principal Sir.

Agenda:

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

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

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

The Committee made the following Resolutions

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



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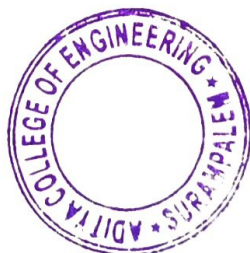
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5. After a thorough discussion with faculty members in the counseling committee two awareness programs are identified and promised to release necessary grants for conducting events successfully.
6. The meeting was concluded with thanks to the Chair

List of Committee Members Present

S. No.	Name of the Faculty/ Student	Designation	Signature
1	Dr. A Ramesh	Principal	
2	Dr. Pullela S.V.V.S. Ravi Kumar	HOD-CSE	
3	Mr. Y K S Subbarao	HOD-MECH	
4	Mr. G Ramakrishna	HOD-ECE	
5	Mr. K Manoj Kumar Reddy	HOD-EEE	
6	Ms. A Krishnaveni	Asst. Prof-CSE	
7	Mrs Chavvakula Janaki Devi	Asso. Prof-ECE	
8	Mr. P Satish	Asst. Prof-MECH	

P. N. V. S. Rao
Convener
College Counselling Committee



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ACOE/COUN/AY2020-21/LET-01

Dt: 15-11-2020

From
College Counselling Committee
ACOE- Surampalem

To
The Principal
ACOE - Surampalem

Respected Sir,

Sub:Request for permission to conduct a Faculty training program on "IMPORTANCE OF INNER PEACE "-Reg;

With regard to the above cited subject, the College Counselling Committee is planning to organize a Faculty training program on "Importance of inner peace" by a renowned psychiatrist Dr.Ramakrishna battula for the all the faculty in Ramanujan Bhavan - Seminar Hall on 16-11-2020 between 2PM to 4PM. The aim of this event was to sensitize the faculty in the college about the value of peace and suicide prevention. We also request you Sir to kindly grant an amount of Rs. 7500/- for the necessary arrangements and refreshments.

Thank you Sir


Convener
College Counselling Committee



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ACOE/PRIN/COUN/AY2020-21/CIR-02

Dt: 15-11-2020

Circular

All the faculty are hereby informed that our College Counselling committee is planning to organize a faculty training program on "Importance of inner peace" by a renowned psychiatrist Dr. Ramakrishna battula for the faculty. All the faculty are requested to participate in the event.

Date: 16-11-2020

Time: 2:00 PM

Venue: Ramanujan Bhavan - Seminar Hall –Ground Floor

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SURAMPALEM - 533 437

Copy to: 1) All HODs

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3) All Notice Boards



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ACOE/ COUN/AY2020-21/REP-01

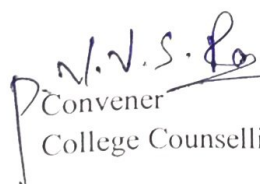
28-11-2020

REPORT

Topic : IMPORTANCE OF INNER PEACE
Speaker : Dr.Ramakrishnabattula, Psychiatrist
Date & Time : 16-11-2020 at 2:00PM
Venue : RamanujanBhavan - Seminar Hall –Ground Floor

The College Counselling Committee organized a Faculty training Program for all Staff on 16th November 2020. The seminar was addressed by IAET, Dr.Ramakrishnabattula Psychiatrist, Manasa Hospital, Rajahmundry. The event was held in RamanujanBhavan seminar hall. Dr. A Ramesh, Principal, introduced the speaker and the topic of the seminar to the Faculty. The main aim of the event was to bring awareness on mental health and peace practice among the faculty community. Dr.Ramakrishna started his discussion with categories of stress and explained them with examples. Then he spoke about the mental health effects that occur due to stress. Dr.Ramakrishna also explained two case studies that he dealt with the Faculty due to over stress and how it eventually led to the suicide. He also explained about the Remedies and diversions to avoid stress. The event was a huge success as all Faculty were confident towards the effects of Stress. The principal felicitated Dr.Ramakrishna for the Guest Lecture and presented honorarium.




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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 : Importance of Inner Peace

Date: 16-11-2020

Name of the
Speaker:

Dr. Ramalceikha

EVALUATION

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

This information is very confidential

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

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

10. Other comments



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REVIEW GUIDELINES

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PARTICIPANT INFORMATION

Name (Optional): _____

Name of the

Seminar : IMPORTANCE OF INNER PEACE

Date: 16-11-2020

Name of the
Speaker: DR. RAMAKRISHNA

EVALUATION

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

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

- | | 1 | 2 | 3 | 4 | 5 | Comments |
|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|----------|
| 1. The pre-course administration was appropriate and informative. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
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| 9. Would you recommend this session? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | | |

10. Other comments



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ACOE/COUN/AY2020-21/LET-02

Dt: 05-02-2021

From
College Counselling Committee
ACOE – Surampalem

To
The Principal
ACOE - Surampalem

Respected Sir,

Sub: Request for permission to conduct a seminar on “How to live life happily” -Reg;

With regard to the above cited subject, the College Counselling Committee is planning to organize a seminar on “How to live life happily” by a renowned psychiatrist Dr. Karri Ramareddy for the 2nd and 3rd year B. Tech students in Ramanujan Bhavan - Seminar Hall on 10-02-2021 between 2PM to 4PM. The aim of this event was to sensitize the students in the college about the value of life and suicide prevention. We also request you Sir to kindly grant an amount of Rs. 10000/- for the necessary arrangements and refreshments.

Thank you Sir


Convener
College Counselling Committee



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ACOE/PRIN/COUN/AY2020-21/CIR-02

Dt: 08-02-2021

Circular

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

Date: 10-02-2021

Time: 2:00 PM

Venue: Ramanujan Bhavan - Seminar Hall –Ground Floor

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SURAMPALEM - 533 437

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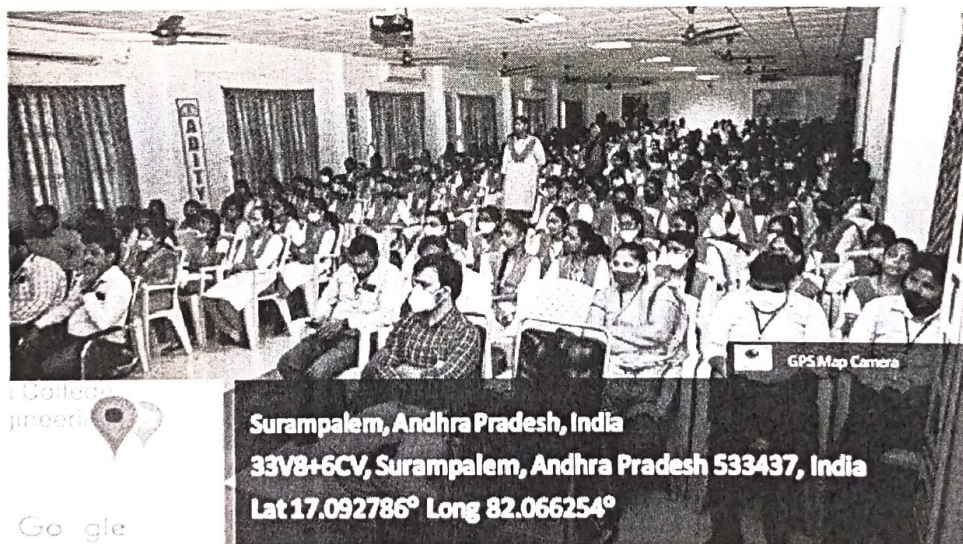
ACOE/ COUN/AY2020-21/REP-02

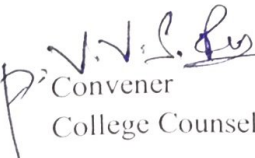
12-02-2021


REPORT

Topic : How to live life happily
Speaker : Dr. Karri Ramareddy
Date & Time : 10-02-2021 at 2:00PM
Venue : Ramanujan Bhavan - Seminar Hall - Ground Floor

The College Counselling Committee organized a Faculty training program for all students on 10th feb 2021. The seminar was addressed by Dr. Karri Ramareddy, Psychologist. The event was held in Ramanujan Bhavan seminar hall. Mr. P. Balu, student from 3rd year from Mechanical department introduced the speaker and the topic of the lecture to the Students. The lecture was conducted to provide an insight of understanding various concepts like Tension, Fear of Failure, Demotivation, criticism. He explained the importance of having Adaptability nature 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 optimism by doing meditation and participating in different activities which will help to remove the 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. Karri Ramareddy for the seminar and presented honorarium.




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


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SPANDANA - STUDENT COUNSELLING SERVICES

Feedback Form

REVIEW GUIDELINES

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PARTICIPANT INFORMATION

Name (Optional): _____

Name of the

Seminar : How to live life happily

Date: 10-02-2021

Name of the
Speaker: Dr. Konri Ramareddy

EVALUATION

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

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

10. Other comments



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PARTICIPANT INFORMATION

Name (Optional): _____

Name of the

Seminar :

How to live life happily

Date:

10-02-2021

Name of the
Speaker:

Dr. Karri Ramareddy

EVALUATION

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

10. Other comments



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ACOE/PRIN/COUN/AY2020-21/CIR-03

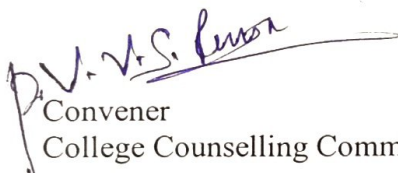
Dt: 23-03-2021

Circular

This is to inform all the Counselling committee members that there will be a meeting on 24th march 2021 at 3.00 PM in Principal 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.


Convener
College Counselling Committee


PRINCIPAL

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Aditya College of Engineering
SURAMPALAM - 533 437

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





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ACOE/PRIN/COUN/AY2020-21/MOM2

Dt: 24-03-2021

COUNSELING COMMITTEE MINUTES OF MEETING

Date of meeting	24-03-2021	Duration	3 PM to 4 PM
Venue	Principal's chamber, First floor, Ramanujan Bhavan		
Reference	Ref: ACOE/PRIN/COUN/AY2020-21/CIR-03/Circular dated 23-03-2021		

A meeting was held on 24-03-2021 with the College Counselling Committee members in the Principal's chamber with the following agenda. The meeting was chaired by Respected Principal Sir.

Agenda:

1. To review the 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 instruct the students to participate in awareness programs conducted by the counselling committee.
4. The chair instructed faculty to identify the students having psychological problems.
5. The meeting was concluded with thanks to the Chair



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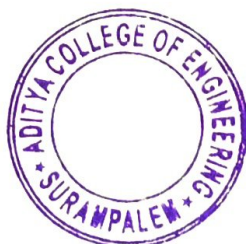
List of Committee Members Present

S. No.	Name of the Faculty/ Student	Designation	Signature
1	Dr. A Ramesh	Principal	
2	Dr. Pullela S. V. V. S. Ravi Kumar	HOD-CSE	
3	Mr. Y K S Subbarao	HOD-MECH	
4	Mr. G Ramakrishna	HOD-ECE	
5	Mr. K Manoj Kumar Reddy	HOD-EEE	
6	Ms. A Krishnaveni	Asst. Prof-CSE	
7	Mrs. Chayvakula Janaki Devi	Asso. Prof-ECE	
8	Mr. P Satish	Asst. Prof-MECH	

Convener
College Counselling Committee

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ACOE/COUN/AY2020-21/LET-01

Dt: 10-04-2021

From
College Counselling Committee
ACOE- Surampalem

To
The Principal
ACOE - Surampalem

Respected Sir,

Sub:Request for permission to conduct a Faculty training program on "VEDANTA"-
Reg;

With regard to the above cited subject, the College Counselling Committee is planning to organize a Faculty training program on "Importance of inner peace" by a renowned psychiatrist Dr.Ashwin kumar for the staff in Ramanujan Bhavan - Seminar Hall on 12-04-2021 between 2PM to 4PM. The aim of this event was to sensitize the students in the college about the value of vedanta in real Life. We also request you Sir to kindly grant an amount of Rs. 4500/- for the necessary arrangements and refreshments.

Thank you Sir


Convener
College Counselling Committee



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ACOE/PRIN/COUN/AY2020-21/CIR-02

Dt: 11-04-2021

Circular

All the Staff are hereby informed that our College Counselling committee is planning to organize a Faculty training program on "VEDANTA" by a renowned philosopher Dr. Ashwin kumar for the staff. All the staff are requested to participate in the event.

Date: 12-04-2021

Time: 2:00 PM

Venue: Ramanujan Bhavan - Seminar Hall –Ground Floor

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Aditya College of Engineering
SURAMPALEM - 533 437

Copy to: 1) All HODs

2) Administrative officer

3) All Notice Boards



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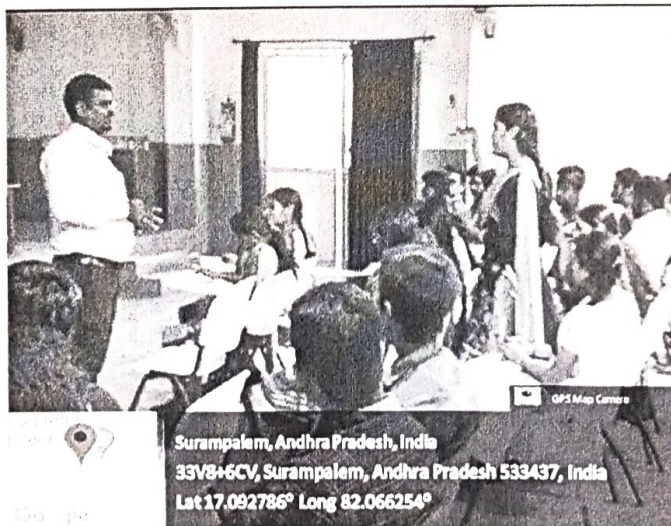
ACOE/ COUN/AY2020-21/REP-03

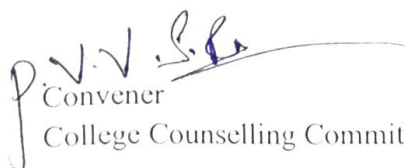
16-04-2021


REPORT

Topic : VEDANTA
Speaker : Dr.Ashwinkumar,
Date & Time : 12-04-2021 at 2:00PM
Venue : RamanujanBhavan - Seminar Hall –Ground Floor

The College Counselling Committee organized a Faculty training program for all Faculty on 12th april 2021. The seminar was addressed by Dr.Ashwinkumar,, Psychologist, Kakinada. The event was held in RamanujanBhavan seminar hall. Mr.Premkumar, an Assistant professor from Mechanical department introduced the speaker and the topic of the lecture to the Faculty.The lecture was conducted to provide 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 attitude among staff 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 staff and responded to them in a humorous manner. The principal felicitated Dr.Ashwinkumarfor the seminar and presented honorarium.




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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 : VEDANTA

Date: 12-04-2021

Name of the
Speaker:

Dr. Ashwin Kumar

EVALUATION

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

This information is very confidential

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

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

10. Other comments



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SPANDANA - STUDENT COUNSELLING SERVICES

Feedback Form

REVIEW GUIDELINES

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This information is very confidential

PARTICIPANT INFORMATION

Name (Optional): _____

Name of the

Seminar :

Vedanta

Date:

12-04-2021

Name of the
Speaker:

Dr. Ashwini Kumar

EVALUATION

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

This information is very confidential

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

- | | 1 | 2 | 3 | 4 | 5 | Comments |
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| 4. The course material was presented in a clear and organized manner. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
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| 7. Overall, the session was informative and valuable. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. In what ways could this course have been improved to better suit your needs? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Would you recommend this session? | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> | | | | |

10. Other comments



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ACOE/COUN/AY2020-21/LET-03

Dt: 16-07-2021

From
College Counselling Committee
ACOE- Surampalem

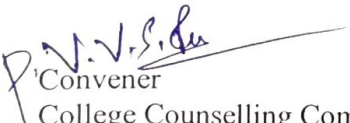
To
The Principal
ACOE - Surampalem

Respected Sir,

Sub:Request for permission to conduct a seminar on "Personality Development and Employability skills"-Reg;

With regard to the above cited subject, the College Counselling Committee is planning to organize a seminar on "Personality Development and Employability skills" by a renowned psychologist Dr. Ratnam Raju for the 4th B. Tech students in Ramanujan Bhavan - Seminar Hall on 22-07-2021 between 2PM to 4PM. The aim of this event is to improve the Employability 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 and refreshments

Thank you Sir


Convener
College Counselling Committee



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ACOE/PRIN/COUN/AY2020-21/CIR-04

Dt: 20-07-2021

Circular

All the Staff and students are hereby informed that our College Counselling committee is planning to organize a seminar on "Personality Development and Employability skills" by a renowned psychologist Dr. Ratnam Raju for the 4th B. Tech students. All the students are requested to participate in the event.

Date: 22-07-2021

Time: 2:00 PM

Venue: Ramanujan Bhavan - Seminar Hall - Ground Floor

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Aditya College of Engineering

SURAMPALEM - 533 437

Copy to: 1) All HODs

2) Administrative officer

3) All Notice Boards



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ACOE/ COUN/AY2020-21/REP-04


22-07-2021

REPORT

Topic : Personality Development and Employability skills
Speaker : Dr. RatnamRaju
Date & Time : 22-07-2021 at 2:00PM
Venue : RamanujanBhavan - Seminar Hall –Ground Floor

The College Counselling Committee organized a seminar for all students on 22nd July 2021. The seminar was addressed by Dr. RatnamRaju. The event was held in RamanujanBhavan seminar hall. Ms.Sandhya student from 3rd year Mechanical department introduced the speaker and the topic of the lecture to the Students. The lecture was conducted to provide 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. RatnamRaju for the seminar and presented honorarium.




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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 and Employability Skills

Date: 22-07-2021

Name of the Speaker: Dr. Ratnam Raju

EVALUATION

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

This information is very confidential

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

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

10. Other comments



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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 61 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 45 Yrs. Education Uneducated

Housewife / Working lady Home wife

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 —

Relationship with brothers / sisters / Good / Not Satisfactory

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

No

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

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 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 complaints

- g) Any difficulty to continue the course? No

8. Health problems: a) Any major illness? Details No

- b) any treatment being taken now? Details —

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

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

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

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

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

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



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

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

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

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

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

1. Who referred the student Student
2. Why he was referred (problems) Due to girl friend
3. What is expected from counselor Not any
4. Is there an informant? Who? What is his / her version of the problem? Girl friend
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 good in class Average in Exams
3. Examination / related Satisfactory
4. Classmates / Collegemates
5. Teachers Good
6. Family Good
7. Finance Good
8. Health: Physical Good
Mental Good
Sexual Good
9. Habits
10. Other (Specify)



ADITYA COLLEGE OF ENGINEERING

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Aditya Nagar, Aditya Road, Bannampet - 503 437, Hyderabad, Pin: 500031 76667.

ACTION TO BE TAKEN:

1. Refer the student to: Counselling Centre
2. Call and involve the family members ?
3. Call and involve the friends ✓
4. Involve the teachers ✓
5. Accepted for Counselling ✓
6. No action required.

Remarks:

K. Mahesh

Signature of the student

S. S. S.

Signature of the counsellor



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STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : K. Mahesh
Name of the student : K. Mahesh
Age : 21
Sex : Male
Class : IIIrd Year

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.	28/11/2020	Alcohol	Due to friends	K. Mahesh		Good to take decisions
2.	7/12/2020	Not understood the class	due to language problem	K. Mahesh		Started speaking alcohol
3.	5/1/2021	Financial Problems	due to lockdown	K. Mahesh		feels light and good
4.	16/2/2021	Addicted to mobile game	due to staying in Hotel.	K. Mahesh		feels active



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Ref: ACOE/COUN/AY2020-21/CS1

20-11-2020

STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-18MH1A0308

Branch : Mechanical Engineering

Name of the Student : KOTTUM MAHESH

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 : Uneducated

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. Mahesh 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 after knowing her relationship with Mahesh. His girl friend wanted him to marry immediately but Mahesh is not ready to do so, as he is still studying.



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Mahesh mentioned that he was not able to concentrate on studies due to this issue. After few counselling sessions, Mahesh decided that to settle well in his life by getting a good job and marry his girl friend. Mahesh 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: Mahesh 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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Details of the family and college life:

1. Father

: ✓ Alive / dead

✓ Living with the family / stays most of the time away

Age 58 Yrs Education Uneducated

He is strict / fearful / helpful / kind

He cares / does not care for family

Alcohol: No / uses occasionally / use excessively

2. Mother

: ✓ Alive / dead

Age 51 Yrs Education Uneducated

Housewife / Working lady Housewife

She is ✓ caring / not caring

Relationship with mother and father: Good / not satisfactory

Father and mother living separately / divorced / and how long? No

3. No. of brothers

: Elder 0 Younger 1

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?

No

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

No

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 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

- 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 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) was
3. What is expected from counselor 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 OK
2. Studies / course Good
3. Examination / related Good
4. Classmates / Collegemates Good
5. Teachers Good
6. Family Not bad
7. Finance Not good
8. Health: Physical Good
Mental Good
Sexual Good
9. Habits _____
10. Other (Specify) _____



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ACTION TO BE TAKEN:

1. Refer the student to: SPANDANA COUNSELLING SERVICES
2. Call and involve the family members
3. Call and involve the friends No
4. Involve the teachers Yes
5. Accepted for Counselling Yes
6. No action required.

Remarks:

He is good and easy going after counselling

V. Ganes
Signature of the student

S. H.
Signature of the counsellor



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STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : M. Sarat Chandra Prasad.
Name of the student : Y. GOVINDA RAJU
Age : 20
Sex : male
Class : IIIrd 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.	3/12/20	Financial problems	due to Covid lockdown	Y. As	SAH	feeling good
2.	6/1/21	Self esteem	due to week of lockdown	Y. As	SAH	feels confident
3	9/1/21	Not having money	Not having money	Y. As	SAH	feels comfortable
4.	16/3/21	family problems	reluctant to continue	Y. As	SAH	good and mobile



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Ref: ACOE/COUN/AY2020-21/CS2

10-12-2020

STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE- 18MH1A0315
Branch : Mechanical Engineering
Name of the Student : YENDRU GOVINDA RAJU
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
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. Govind is 20 year old. His father is labour and his mother is a daily wage worker. He has one younger sister who is studying intermediate first year. Govind 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 spending money on non essentials also. Few tips were given to Govind about getting an education loan without surety. He was also introduced about part



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time job opportunities in the evening time. After few counseling sessions, Govind seemed to be quite relaxed and balanced.

Teacher's Impression: Govind 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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Details of the family and college life:

1. Father

: ☒ Alive / ☐ dead

Living with the family / stays most of the time away

Age 55 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 51 Yrs. Education Uneducated

Housewife / Working lady Homemaker

She is ☒ caring / ☐ not caring

Relationship with mother and father: Good / not satisfactory

Father and mother living separately / divorced / and how long? NO

3. No. of brothers

: Elder Younger 1

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 Family

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

Foreward with mother

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 : *parent'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

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) ~~Misturbation~~
- 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 counselor
2. Why he was referred (problems) maximization problems
3. What is expected from counselor Good counselor
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:

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 yes
2. Studies / course broken
3. Examination / related good in Exams
4. Classmates / Collegemates good
5. Teachers good
6. Family good
7. Finance good
8. Health: Physical good
Mental strong
Sexual weak

9. Habits _____

10. Other (Specify) _____



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ACTION TO BE TAKEN:

1. Refer the student to: SPANDANA COUNSELLING CENTRE
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:

Ch. Bhargava
Signature of the student

N. Bhargava
Signature of the counsellor



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STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : N. Bharu Teja

Name of the student : D. Bhargav.

Age : 22

Sex : Male

Class : IT. 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	7/1/2021	Weak health	due to stress	D. Bhargav	uy	Concentrating on good food
2	17/1/2021	Lack of sleep	due to over thinking	D. Bhargav	uy	Proper exercises
3	18/1/2021	Lack of Interest	due to over motivation	D. Bhargav	uy	meditation started
4	13/2/2021	Lack of confidence	due to not feeling well	D. Bhargav	uy	Started exercises



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Ref: ACOE/COUN/AY2020-21/CS3

23-12-2020

STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE- 19MH5A0306

Branch : Mechanical Engineering

Name of the Student : BHARGAV DUDDUPUDI

Roll No : 17MH5A0346

AGE : 22

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 : 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. Bhargav 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. Bhargav is 22 year old. He said that he watches blue films every day and get bad thoughts on women that he comes across. Bhargav was informed about the effects of over masturbation and tips to avoid it. He was asked to change his thoughts and stop watching blue films. After few sessions, Bhargav engaged himself in solving puzzles, reading novels. He told that he



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limited his internet browsing time and changed his thoughts.

Teacher's Impression: Bhargav 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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Details of the family and college life:

1. Father

: ☒ Alive / ☐ dead

Living with the family / stays most of the time away

Age 58 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 51 Yrs. Education SSC

Housewife / Working lady 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 ☐ 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?

Not my family

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

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 No

- 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:

No Complaints

- 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 *Counsellor*
2. Why he was referred (problems) *Lack of skills*
3. What is expected from counselor *Good Reading skills*
4. Is there an informant? Who? What is his / her version of the problem? *Fear*
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. *no*
- ☒ He is having problems in the following areas. Mention severity by using plus marks.
- +++ Severe, need urgent attention
++ Moderately severe ✓
+ Mild

1. Self image *yes*
2. Studies / course *yes good*
3. Examination / related *good*
4. Classmates / Collegemates *good*
5. Teachers *Good*
6. Family *Good*
7. Finance *Good*
8. Health: Physical *good*
Mental *good*
Sexual *—*

9. Habits

10. Other (Specify)



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ACTION TO BE TAKEN:

1. Refer the student to: SPANDANA Connolly Centre
2. Call and involve the family members Yes
3. Call and involve the friends Yes
4. Involve the teachers No
5. Accepted for Counselling No
6. No action required. —

Remarks:

T. Naveen

Signature of the student

[Signature]

Signature of the counsellor



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STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : B. Prem Kumar

Name of the student : T. Navin

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	20/1/2021	Poor memory	Not active	T. Navin	B. Prem Kumar	Started puzzle solving
2	24/2/2021	Basically forgetful	Forgetfulness	T. Navin	B. Prem Kumar	Activities started to laugh
3	26/3/2021	Health problems	Feeling tired	T. Navin	B. Prem Kumar	to have good memory
4	27/4/2021	Poor memory	Advised No	T. Navin	B. Prem Kumar	Activities suggested.



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Ref: ACOE/COUN/AY2020-21/CS4

07-01-2021

STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-18MH1A0211

Branch : Electrical and Electronics Engineering

Name of the student : T Navin

Roll No : 18MH1A0211

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 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



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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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Details of the family and college life:

1. Father

: ☒ Alive / ☐ dead

Living with the family / stays most of the time away

Age 51 Yrs Education B.Sc

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 Education B.Sc

Housewife / Working lady Housewife

She is caring / ☒ not caring

Relationship with mother and father: Good / not satisfactory

Father and mother living separately / divorced / and how long? No

3. No. of brothers

: Elder 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?

..... No

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

Friends with in the room

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, *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

- 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 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 student
2. Why he was referred (problems) student
3. What is expected from counselor Good Counselor
4. Is there an informant? Who? What is his / her version of the problem? No
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 No
2. Studies / course Good
3. Examination / related Good
4. Classmates / Collegemates Good
5. Teachers Good
6. Family Good
7. Finance Good
8. Health: Physical Good
Mental Good
Sexual Good

9. Habits

10. Other (Specify)



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Aditya Nagar, ACH Road, Surampalem - 503 437, Hyderabad, Pin: 500317

ACTION TO BE TAKEN:

1. Refer the student to: SPANDANA Counselling Centre
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:

P. S.
Signature of the student

B. Lakshmi
Signature of the counsellor



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STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : B. Sateesh
Name of the student : P. Saneesh
Age : 20
Sex : Male
Class : IT - B. Sec

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	23/1/21	Lack of sleep	Lack of sleep	<u>P.S.</u>	<u>B. Sateesh</u>	Started Energy
2	25/2/21	Alcohol usage	Occasional with friends	<u>P.S.</u>	<u>B. Sateesh</u>	Overusing Alcohol
3	26/3/21	Health problem	Alcohol consumption	<u>P.S.</u>	<u>B. Sateesh</u>	Deaddiction centre
4	12/4/21	addicted to Alcohol	living with friends	<u>P.S.</u>	<u>B. Sateesh</u>	Deaddiction Activities



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Ref: ACOE/COUN/AY2020-21/CS5

10-02-2021

STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-20MH5A0110

Branch : Computer Science Engineering

Name of the Student : PATTA RAMESH

Roll No : 20MH5A0110

Age : 20

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 : B.Sc

Education of Mother : SSC

Referred by Principal/Teacher/Self/Others: Teacher

Problem: *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. Ramesh is 21 year old and stays with his friends. Ramesh has no habit of drinking alcohol till his 2nd year B.Tech as he used to stay with his parents. But in third year due to Training , 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 and started drinking heavily. He was also habituated to tobacco use while drinking alcohol. Ramesh was enlightened with the



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effects of alcohol and tobacco use. He was also informed about how the alcohol affects our body and brain by showing some visuals. Ramesh 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: Ramesh 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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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 M.Sc

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. Education B.Com

Housewife / Working lady Housewife

She is ☒ caring / ☐ not caring

Relationship with mother and father: Good / not satisfactory

Father and mother living separately / divorced / and how long? No

3. No. of brothers

: Elder 1 Younger 1

Sisters

: Elder 1 Younger 1

Relationship with brothers / sisters / Good: ☒ Not Satisfactory

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

No

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

Stay: ☒ Comfortable / ☐ not comfortable

6. Financial condition of the family:

☒ Good / ☐ Not Satisfactory / ☐ Serious problems.



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7. Details about the course / college life

- a) Course is student's choice, *Student's choice*
parent's choice,
others's choice

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

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

- 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

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

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) for Home rule
3. What is expected from counselor Counselor
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: yes

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 72
2. Studies / course Good
3. Examination / related Good
4. Classmates / Collegemates Good
5. Teachers Good
6. Family Good
7. Finance Good
8. Health: Physical Good
Mental Not good
Sexual Good

9. Habits _____

10. Other (Specify) _____



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ACTION TO BE TAKEN:

1. Refer the student to: SPAN DANA *Conveyed Letter*
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:

[Signature]
Signature of the student

[Signature]
Signature of the counsellor



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STUDENTS COUNSELLING CENTRE: REGISTER

Name of the Counsellor : M. Madhu Manikya Kumar
Name of the student : V. Yuvashri
Age : 20
Sex : Female
Class : II. B.Ech

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	20/1/21	not feel active	due to not food	V. Yuvashri	M. Madhu	started video call
2	20/2/21	excess fear	living in hostel	V. Yuvashri	M. Madhu	Regular visiting of Parents
3	20/3/21	Exams fear	no parents are there to guide	V. Yuvashri	M. Madhu	Start making friendship
4	25/4/21	feeling anxious	no one to take care	V. Yuvashri	M. Madhu	feels good with friends



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Ref: ACOE/COUN/AY2020-21/CS6

18-02-2021

STUDENTS COUNSELLING CENTRE: CASE SHEET

No : ACOE-19MH1A0450

Branch : Electronics & Communications Engineering

Name of the Student : VIDIYALA YUVASRI

Roll No : 19MH1A0450

Age : 20

Sex M/F : Female

Course of class : II 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. Yuvasri 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. Yuvasri is 20 year old and stays in hostel. Yuvasri used to stay with her parents till her 1st B.Tech and shifted to hostel later as her father got transferred to other location. She said that she was missing her parents badly as it was the first time for her



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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: Yuvasri is an obedient student and good at studies. She has more attachment with her mother. Yuvasri 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