

Guidance and Counseling Policy QUSIT

Overview:

To live our mission of academic and moral excellence we believe our students need to be guided by all of us ,by every member of the faculty, by our policies and processes ,to develop him/her ,mentally ahead of his/her physical age ,related to his/her social responsibilities ,moral obligations ,academic excellence, leadership stature and job search, to contribute towards his/her own wellbeing and that of the society at large.

Scope:

These guidelines are applicable to all students of the university. The measures taken in this regard are not limited to problem identification and recognition of his/her social/personal/family problems only but it continues to ends on solution and settlement at every level it exists at. Also it continues after the formal counseling sessions to demonstrate high level of ownership at every level.

Facilities and Guidelines:

- **Guidance Office:** The office has been established with a designated officer therein. This office is carrying out the task of counseling and guidance through execution of planned activities in the shape of seminars, workshops, personal and behavioral interviews. Cases of guidance and counseling are invited from the potential counselees; also the potential cases are learnt from the sources of the management system of the university.
- **Batch Advisor:** Batch Advisor from the faculty, is nominated and communicated to all the students and staff, who looks after the students affairs related the following areas.

A. Academics.

1. **Program Selection:** Guide students to select degree program based on its scope and compatibility with interests of the students.
2. **Curriculum and syllabus:** Queries of the students regarding mix of subjects and its importance in combination are addressed to make understand the students.

3. **Time table:** Feasible adjustments are made to address conflicts to ensure smooth pace.
4. **Academic Calendar:** It is reviewed for adjustments in vacations and work load.
5. **Guiding Map:** New comers could reach out to his/her meeting place, guided by the university map displayed at the entrance.

B. Individual Issues.

1. **Behavioral Coaching:** Psychological and behavioral counseling is carried out to improve overall conduct of the students.
2. **Mentoring:** To maximize the potential, students are guided by faculty for future prospects and setting priorities.
3. **Financial Assistance:** Under privileged students are assisted for their financial obligations through fund raising.
4. **Coach Depression stricken Students:** Work load of all academic areas , sometime may cause depression in students which is ultimately affecting negative the educational responsibilities of the students, they are coached and counseled amicably to ensure that continuous learning is not disrupted.
5. **Help Students to search their dream jobs:** Training and workshops are conducted on job search and corporate sector is facilitated for on-campus interviews.

C. Addressing Social Issues:

1. **Creating awareness:** Events, processions, speeches, talks and walk demonstration, are arranged to create awareness in the student's community regarding various social issues like corruption, cheating in examinations etc.
2. **Training and workshops:** Special training and workshops are conducted on the different aspects of social issues.