



**Government of Jammu & Kashmir**  
**DIRECTORATE OF SCHOOL EDUCATION, JAMMU**

**The Chief Education Officers,**  
\_\_\_\_\_ (All).

**NO: DSEJ/19866-83**

**Dated: 02.04.2018**

**Sub: Guidelines for Constitution and functioning of Guidance and Counselling Cells in Higher secondary Schools.**

Kindly refer to the Circular No: 02 Dated 06/12/2017 issued under endorsement no 49232-45 Dated 06/12/2017 from this office regarding Constitution of Guidance and Counselling Cells in schools.

In this context you are directed to circulate the guidelines contained in Annexure "A" to this order regarding Constitution and functioning of Guidance and Counselling Cells in Schools to all the Higher Secondary Schools falling in your jurisdiction.

The counselling cells DSEJ ([counsellingcelldsej@gmail.com](mailto:counsellingcelldsej@gmail.com), 9419210200) can be contacted for further queries regarding constitution and functioning of guidance and counselling cells.

**Director School Education**  
Jammu

**Copy to:**

1. Secretary to Govt. School Education Department, Civil secretariat, J & K, Jammu for kind information.
2. OSD to Hon'ble Minister for Education for information of Hon'ble Minister.
3. Special Assistant to Hon'ble Minister of State for Education for information of Hon'ble Minister.
4. PA to Director School Education, Jammu for information.
5. IC counselling Cell DSEJ for coordination.
- Office file.

*C Comp. Sec. Jammu*  
*[Signature]*  
*2/4*



**Government of Jammu & Kashmir**  
**DIRECTORATE OF SCHOOL EDUCATION, JAMMU**

**Circular No 2 of 2017**

**Dated: 06-12-2017**

**Subject: Constitution of Guidance and Counselling Cells at Higher Secondary Schools of Jammu Division.**

In order to promote stress free environment in schools conducive for learning and holistic development of students, to promote value education, life Skills, to deal with minor psychological issues related to students (Emotional, Adolescent issues, learning difficulties, conduct disorders etc.) and for career Counselling of students an urgent need has been felt to constitute Guidance and counselling cells at Higher Secondary school level in addition to child protection cells already existing at District level.

In this regard the Guidance and counselling cells shall have members with background of psychology/child Education or other related disciplines. There shall be minimum of two such members in each school. These members shall organize career Counselling sessions in the schools besides conduct of seminars, demonstrations on stress management and other psychological issues.

Accordingly, CEO's of Jammu division are directed to constitute Guidance and counselling cells in the Higher Secondary Schools falling in their respective jurisdiction and furnish details within a week's time. The cells shall remain in constant touch with the counselling cell constituted at Directorate of School Education Jammu through **counsellingcelldsej@gmail.com** for coordinating counselling activities.

**No: 49232-45**  
**Date: 06-12-2017**

**Sd/**  
**Ravinder Singh**  
**Director School Education**  
**Jammu**

**Copy to the:**

1. Secretary to the Government, School Education Department, Civil Secretariat, J & K, Jammu for kind information.
2. OSD to the Hon'ble Minister for Education for kind information of Hon'ble Minister.
3. Special Assistant to Hon'ble Minister of State for Education for kind information of Hon'ble MOS.
4. Chief Education Officers .....(All) for information and necessary action.
5. Office file.

**S. Charandeep Singh, KAS**  
**Joint Director (Adm.)**  
6/12/2017

## Annexure "A"

### Guidelines for constituting and functioning of Guidance and Counselling Cells

- **Composition of Guidance and Counselling cells**

**Guidance Committees:** A committee comprising Principal/Head, one Counselling psychologist and at least two teacher counsellors.

1. **Principal/Head of the institution.**
2. **Counselling Psychologist:** Teacher/Master/Lecturer with M.A in Psychology and diploma in guidance and counselling.
3. **Teacher Counsellor:** Guidance minded teachers/masters/lecturers from among staff having aptitude, knowledge, experience and qualification (certificate in guidance, Diploma in guidance and counselling) in the field of guidance and counselling.

**Guidance resource rooms:** A small space/room in the school premise meant for listening to students problems in an empathetic and confidential manner.

- **Roles and responsibilities:** Orientation, Group Guidance, Psychological Counselling (Individual counselling, group counselling) Career counselling, Student inventory service.
- **Activities to be undertaken:** Orientation talks, Class talks, Career talks, Group discussions, Seminars, Debates, Workshops, Role Plays, literary, Cultural activities on relevant counselling themes.

**Guidance and Counselling themes:** Psychological well Being, Stress management, Mental health, Career, Motivation, Study skills Adolescent Education, Life skills, Drug abuse Emotional well-being, Child Abuse ,Childhood psychological disorders, interpersonal relationships, Value education,Happiness,Self-confidence,Personality development etc.

### Staffing of Guidance and Counselling cells?

- Personal Qualities of members of guidance committees:** Sensitive, Good listener, Open minded, Critical thinker, Unbiased, Objective, Good communicator, Empathetic, Student friendly, Mature, Confidential, Intelligent, Unconditional Positive regard to students, , .
- Academic Qualifications of members of guidance committees:**

Teachers/masters/lecturers with following qualifications in order of preference shall be members of guidance committees: Lectures in Psychology having diploma in guidance and counselling, Teachers/Masters with M.A in Psychology, Teachers/Masters with diploma in guidance and counselling, Lecturers in Psychology, Lecturers in Education having diploma in guidance and counselling, Teachers/Masters with Certificate course in guidance and counselling.\*\*\*



- All CEOs must submit consolidated School wise list of members of Counselling Cells in the following format to Directorate within a week's time

School	Name	Designation	Qualification	Experience in the field of guidance and counselling programme	Mobile number/Whatspp no	Email-Id

- Each School must send monthly report of the guidance activities undertaken to Counselling Cell DSEJ at [counsellingcelldsej@gmail.com](mailto:counsellingcelldsej@gmail.com) as well as at [dsejammu@yahoo.in](mailto:dsejammu@yahoo.in).
- Principal being Convener of the Counselling Cell in School is responsible for organizing guidance and counselling activities and sending monthly reports to DSEJ.
- A whatsapp group comprising counselling cell members will be formed for instant communication, so the mobile numbers of the members sent should be whatsapp numbers.
- For further queries Romesh Kumar In charge counselling Cell DSEJ can be contacted at 9419210200,7006325962,counsellingcelldsej@gmail.Com

**\*\*\*Note:** In case of unavailability of teaching staff with requisite qualification, post graduate teachers/masters /lecturers with B.Ed., M.Ed. can be made members of guidance committees on temporary basis. In future either these members will gain requisite qualification /experience or will be replaced by faculty with psychology background on their availability.



**Contact Person for further queries.**

Romesh Kumar

Incharge Counselling Cell DSEJ (9419210200, [Counsellingcelldsej@gmail.com](mailto:Counsellingcelldsej@gmail.com))