



Circular No: 05 of 2018

Dated: 07.05.2018

Subject: Constitution of Guidance and Counselling Cells at DIETs.

The increasing complexities and stresses of modern day living, everyday reports of lack of interest in studies, low achievement, truancy, aggression, behavioural problems, suicide, drug abuse and the like call for provision of guidance and counselling for children and youth in schools. Teachers and other school personnel need to equip themselves with helping skills to promote students' personal, social, educational, career development and adjustment throughout the school years.

In order to co-ordinate guidance and counselling activities in schools and sensitize/orient teachers about guidance and counselling, it is necessary to have Guidance and Counselling cells at each District Institute of Education and Training (DIET). These Cells will act as Nodal facilitation units in each district for coordinating guidance and counselling activities in schools.

In this regard, DIET Principals of Jammu division are accordingly directed to Constitute Guidance and Counselling Cells in their respective DIETs, designate a nodal officer for the same and include guidance and counselling in annual action plans.

Kindly refer to the guidelines for constitution and functioning of Guidance and Counselling cells annexed to this circular and submit the names of officials in charge of Guidance and Counselling cells to this directorate within a week's time. Counselling Cell DSEJ can be contacted at counsellingcelldsej@gmail.com, 9419210200 for further queries.

(Rakesh Kumar Srangal) KAS

Director School Education

Jammu

No: DSEJ/ 26015-29
Copy to the

Date: 07.05.2018

1. Secretary to Govt. School Education Department, Civil secretariat, J & K, Srinagar for kind information.
2. Principal SIE, Jammu for information.
3. Chief Education Officers (Jammu Division) for information.
4. I/c Counselling Cell DSEJ for necessary action.
5. I/c Computer section for uploading on website .

Annexure

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/Lecturer/HOD with M.A in Psychology and diploma in guidance and counselling.

3. **Teacher Counsellor:** Guidance minded teachers/lecturers/HOD 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 DIET 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.

- Guidance and counselling themes should be included in action plans.

Staffing of Guidance and Counselling cells?

i. **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,



ii. **Academic Qualifications of members of guidance committees:**

Teachers/lecturers with following qualifications in order of preference shall be members of guidance committees: Lectures in Psychology having diploma in guidance and counselling, Teachers with Masters in Psychology, Teachers with diploma in guidance and counselling, Lecturers in Psychology, Lecturers in Education having diploma in guidance and counselling, Teachers with Certificate course in guidance and counselling. Preference should be given to staff with higher qualification (M.Phil, Ph.D) in psychology, sociology, home science, education should be given preference ***

- Each DIET send monthly report of the guidance activities undertaken to Counselling Cell DSEJ at counsellingcelldsej@gmail.com as well as at dsejammu@yahoo.in.

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

- Principal being Convener of the Counselling Cell at DIET is responsible for organizing guidance and counselling activities in schools and sending monthly reports to DSEJ at dsejammu@yahoo.in, counsellingcelldsej@gmail.com.
- 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 teachers with psychology background on their availability.

