



DEPARTMENT OF COLLEGIATE AND TECHNICAL EDUCATION

ANJUMAN POLYTECHNIC, HUBBALLI-580024

Ph.No: 0836-2201085,8867865975

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No: APH/AICTE/2023-24/STD-COUNCEL

Date: 04-05-2023

OFFICE ORDER

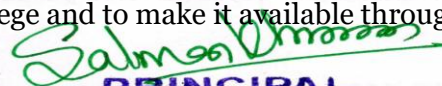
SUB: STUDENT COUNSELOR DETAILS

Anjuman polytechnic , Hubli hereby constitutes a standing committee to be known as STUDENT COUNSELOR COMMITTEE comprising of the following members.

SL.NO	NAME OF STAFF	DESIGNATION	CHAIRMAN/MEMBERS
01	Mr. Salman Mansoor Khan	Principal	Chairman
02	Mr. Mohammed Quaiser	Vice Principal	Members
03	Mrs. Arifa Parveen	Lecturer/EC	Members
04	Mrs. Tousia	Lecturer/Civil	Members

ROLES AND RESPONSIBILITIES OF THE STUDENT COUNSELLOR COMMITTEE

1. To set up a professionally staffed confidential student counseling cell to provide assistance to students having personal ,emotional ,social and academic problems.
2. To ensure that the student counseling cell has a team of experienced female and male faculty members acting as counselors ,who are accustomed to helping students from many different back grounds and cultures and with a wide range of personal issues.
3. To provide the counseling's service free to all students of the college and to make it available throughout the year.


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4. To ensure that counselor seeks to help the students to focus on and understand more clearly the issues that concerns him /her .by respecting his/her own values ,choices and lifestyles; the counselors can work together with the student towards making choice or changes that are right for him/her .sometimes ,it is found that the students get depressed and inhibitions.
5. To address specific problems relating studying, often in more structured approach focusing on improving study skills.
6. To implement proper programmes for students guidance and mentioning at department level. individual faculty members Handling a subject are volunteered to assist students who need extra help to maximize their learning outcomes in the subjects being taught .faculty members act as mentors to provide individual or small group of student's instructions outside of class to meet an immediate learning need.
7. To ensure that regular tutorial classes are conducted in all the subjects in order to understand the topics taught in a much simpler way and to develop problem solving skills.
8. To interact with English department faculty members to offer special programmes to improve and enhance English communication skills of the students coming from rural background to fare well in examinations and for future challenges
9. To encourage the students to do quality work, creative problems-solving ,promotes self learning ,self-improvements and communication and help the students to reduce mistakes there by creating positive attributes throughout the study period at the college


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