

Document Name & No.	Policy & SOP for the working of a Student Counselor at BMU
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BAQAI MEDICAL UNIVERSITY

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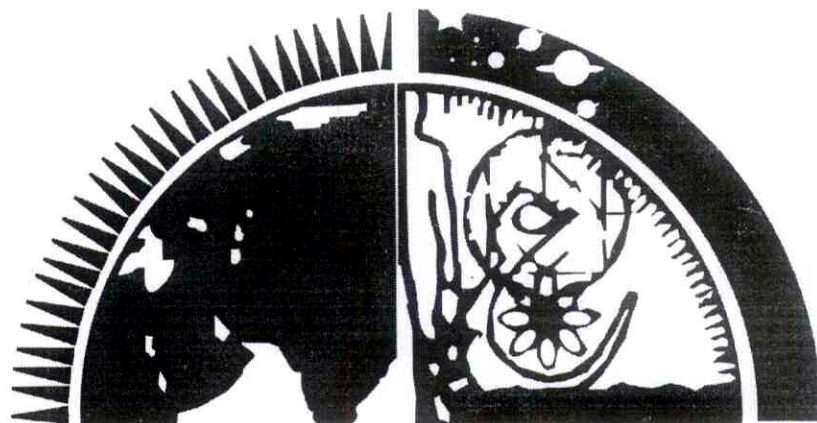
Revision Number	Date of Revision

BAQAI MEDICAL UNIVERSITY

**POLICY & SOP
ON THE WORKING OF A
STUDENT COUNSELOR**

Version 1

2019



Baqai Medical University

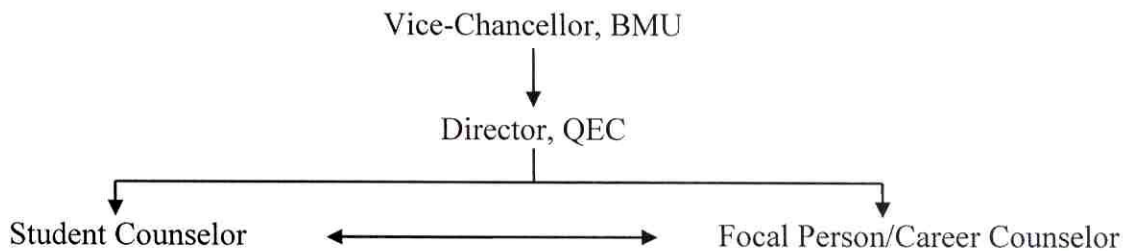
CONTENTS

A. INTRODUCTION	3
B. ORGANOGRAM	3
C. ADMINISTRATIVE POLICY	4
D. STRUCTURE OF COUNSELOR SECTION	4
E. SELECTION CRITERIA FOR COUNSELORS	5
1. STUDENT COUNSELOR	5
2. CAREER COUNSELOR	5
F. WORKING OF COUNSELLOR SECTION	6
G. DUTIES OF A STUDENT COUNSELOR & NOMINATED FOCAL PERSON/CARRIER COUNSELOR	6

A. INTRODUCTION

1. There are approximately 1800 students enrolled at the constituent institutions of Baqai Medical University.
2. The students at these institutes are mainly residents of Karachi and are day scholars, but a significant number of students are from various cities of Pakistan and neighboring countries.
3. These students, during their stay at the campus, come across various stresses due to interpersonal conflicts, increasing demands of education, separation from family, personality weakness, and in few cases, drugs and mental disorders.
4. The stress due to any reason affect the academic progress of the student, and the ultimate goal is compromised.
5. The students at the campus need not only healthy extracurricular activities to reduce their anxiety and stress level but also needs proper counseling service.
6. The student counselors have to work closely with students, parents, and educators and wherever necessary to provide one-on-one guidance to students, listen to their concerns, and help them make healthy decisions.
7. Properly designed counseling facilitate student achievement, improve student behavior and attendance, and help students develop socially.

B. ORGANOGRAM



C. ADMINISTRATIVE POLICY

1. The Student Counselor shall work under the Director, Quality Enhancement Cell (QEC), BMU.
2. The QEC will be responsible for the appointment of Student Counselor, with the permission of Vice Chancellor, and requesting affiliated institutes at the university campus to select and give the name of Focal Persons/Carrier Counselors.
3. Any faculty member not interested in continuing as a Counselor may inform in writing to Director QEC at least a month before leaving.
4. The Director QEC in liaison with the Head of the Institute selects another faculty member as Career Counselor.
5. The Director QEC in liaison with the Student Counselor organizes training workshop/internship program in student counseling.
6. The QEC shall be responsible for providing:
 - a. The office/suitable space for counseling at BMU, where confidentiality can be maintained.
 - b. Secretarial staff for appointments and making reports.
 - c. Computer, printer, internet, and stationery for record-keeping.

D. STRUCTURE OF COUNSELOR SECTION

1. The QEC may appoint a single or multiple Student Counselors as deemed necessary or may provide internship opportunity to psychology students for student counseling at BMU.
2. The QEC will request every affiliated Institute at the BMU campus to appoint/nominate one or more of their faculty members to work as a Career Counselor/Focal Person(s).

3. The Career Counselor(s) will coordinate with the Student Counselor(s) and will be responsible for academic counseling in his/her field.
4. All academic problems shall be handled by the nominated Focal Persons of each faculty, or they may refer it to the Student Counselor depending on the nature of the case. Similarly, a Student Counselor may refer a matter to the Focal Person for career/academic counseling.
5. The Student Counselor and the nominated Focal Person/Career Counselor shall work in harmony and shall maintain a proper record of counseling and its outcome. A report will be submitted to QEC after every quarter.

E. SELECTION CRITERIA FOR COUNSELORS

1. STUDENT COUNSELOR

Baqai Medical University will appoint Student Counselor having following qualification and experience.

- a. Ph.D./M.Phil. in clinical psychology/educational psychology.
- b. Three years of post-qualification experience of working as a counselor (preferred).
- c. Working as full-time staff of the university.

2. CARRIER COUNSELOR

Every institute will appoint a Focal Person/Career Counselor among the faculty of the institute having the following qualities:

- a. Assistant Professor or Senior Lecturer or Senior Registrar of any department of the institute/college.
- b. Have training in doing counseling.

- c. Young, motivated, have excellent communication skills, fully aware of the ethical guidelines, and able to handle his/her own emotion, and ready to deal with clients emotion.

F. WORKING OF COUNSELOR SECTION

1. The QEC shall issue a schedule for counseling of students of various faculties at BMU.
2. Any student under stress if feels a need for psychological/emotional support, help in problem-solving or information on carrier selection can take an appointment on his own for a session.
3. Head of any Department or Head of an Institute can refer a student or staff member for counseling with the written consent of the individual.
4. Counseling sessions cannot be done without the consent of the individual and will be confidential; the record will be kept confidential, and can only be provided to the competent authorities of the BMU.
5. The counselor will decide the number of sessions.
6. The client (student/staff) will have a right to withdraw consent any time during counseling.

G. DUTIES OF A STUDENT COUNSELOR & NOMINATED FOCAL PERSON/CAREER COUNSELOR

1. The Student Counselor shall guide the Focal Persons (and students, whenever deemed necessary) to know the reason behind poor academic performance and help them by giving tips to improve it.
2. The nominated focal person(s) of the Faculty shall be responsible for career counseling.

3. In case if any matter related to the progress of any student is not sorted out or needs some special handling, the Focal Person/Student Counselor may refer the case to the Director/Deputy Director, QEC for further necessary action.
4. The Student Counselor may be asked to counsel a faculty member/employee whenever required or deemed necessary.
5. The main areas of focus for the Student Counselor and the Focal Person/Career Counselor shall be:
 - a. Academic development
 - b. Career development
 - c. Personal and social development
6. The Student Counselor shall listen to students' concerns about academic, emotional, or social problems.
7. The Student Counselor shall help students process their problems and plan goals and action.
8. The Student Counselor shall help students with issues such as disabilities, bullying, etc.
9. The Student Counselor shall help students to overcome low self-esteem.
10. The Student Counselor shall mediate conflict between students and teachers.
11. The Student Counselor shall facilitate drug and alcohol prevention programs.
12. The Student Counselor shall organize peer counseling programs.
13. The Student Counselor shall help students who need mental health resources.
14. The Student Counselor may refer a student to a psychiatrist, whenever deemed necessary.