



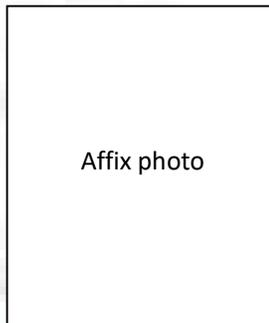
**UNIVERSITY OF HORTICULTURAL SCIENCES
BAGALKOT
OFFICE OF DEAN STUDENTS WELFARE**

COUNSELLOR RECORD

NAME OF THE COUNSELEE :

I.D. NO. :

DEGREE PROGRAMME :



NAME OF THE COUNSELLOR :

DESIGNATION :

DEPARTMENT :

NAME OF THE COLLEGE :

PLACE :

INTRODUCTION

There is a growing need for student counselling in educational institutions in order to realise students potential without much wastage and promote their all round personality. Students face a variety of problems during the course of their stay on the campus. The student counselling is aimed at helping students to overcome their educational, personal and social adjustment problems.

The process of counselling in the University is a part of the total educational experience of students. Students come from varied socio-economic and regional backgrounds. For effective counselling, the counsellor should have a adequate background information on his counsees. The counsellor record is meant to serve this purpose. The information provided by the counselee in the counsellor record is kept confidential by the counsellor. This helps the counsellor to gain insight into his counselee's academic achievement and personality.

THE COUNSELLOR RECORD HAS THREE PARTS

- Part I: Counsees background information.
(To be filled by the counselee)
- Part II: Academic, curricular and behavioural record.
(To be filled by both counselee and counsellor)
- Part III: Concluding remarks of the counsellor.
(To be filled by the counsellor at the end of the counsees degree programme)

PART I

COUNSELEE'S BACKGROUND INFORMATION

(To be filled by the counselee. Tick (✓) or write the details at the appropriate place)

I. PERSONAL

1. Name :
2. Date of birth and age : Date :
: Age :
: As on:
3. Year of admission :
4. Parent's/Guardian's Name :
5. Permanent address :
- Address for correspondence :

II. SPORTS, LITERARY AND OTHER ACTIVITIES

1. Name the activities in which you regularly participated in your school and P.U.C.
 - a) Sports :
 - b) Athletics :
 - c) Literary :
 - d) Fine arts :
 - e) Cultural :
 - f) Other activities :
2. Did you win any prizes or certificates of merit in them? : Yes/No
If yes, what were they?

Sl. No.	Category	Prizes	Certificates

COUNSELLOR'S REMARKS

1. Whether the counselee's G.P.A. is satisfactory? Can he/she do better in the next semester?
2. Whether counselee's Academic Progress Report was sent to his/her parents/guardians? If yes, any response from them?
3. Were there any complaints against the counselee's behaviour? (Ex: Malpractices in the examinations, ragging, misbehaviour, etc.) If yes, what action has been taken?
4. Has the counselee suffered from any serious health problems? If yes, has he/she recovered from them?
5. Did you observe the counselee suffering from emotional disturbance? (Ex: Anxiety, nervousness, complaints like sleeplessness, lack of concentration, etc.) Any suggestions given?
6. Any other remarks:

Signature of the Counsellor

Signature of the Dean (Hort.)

Signature of the DSW

PART III

CONCLUDING REMARKS OF THE COUNSELLOR

1. Whether the counslee has completed the degree programme at the end of minimum period? Yes/No
2. If no, how many credits yet to be completed at the end of degree programme?
..... credits.
3. How many extra semesters taken for completion of degree programme?
..... semester/s.
4. If the degree is completed, what is the O.G.P.A.? out of 10.00
5. Whether any medals/prizes won by the counslee? Yes/No
If yes, how many medals? medals
Give the details.
 - a)
 - b)
 - c)
 - d)
 - e)
 - f)
6. Any other remarks:

Signature of the Counsellor

Signature of the Dean (Hort.)

Signature of the DSW

GENERAL INSTRUCTIONS FOR COUNSELLORS

- ⇒ Should call a meeting twice a semester preferably at the beginning of the semester and at the time of distribution of Grade Card.
- ⇒ Be polite to your Counselee
- ⇒ Share the Academic information with your Counselee in precise, short and simple language.
- ⇒ Create an environment of trust for your Counselee during the meetings.
- ⇒ Reassure the Counselee of your support and provide sense of comfort in Academic Matters.
- ⇒ Resolve the Academic problems of the Counselee.
- ⇒ Motivate and Guide the Counselee to improve the Academic Performance and prepare for taking competitive exams like JRF, Bank Exam, KAS, IFS, IAS etc.
- ⇒ Facilitate the decision making process of the Counselee in his feature endeavours.
- ⇒ Do not promise anything that you cannot do for your Counselee.
- ⇒ At the end of each semester send the Academic Progress Report to the parents/ Guardians by post only and get the acknowledgement.
- ⇒ Avoid sending of Academic Progress report by Counselee hand.


OFFICE OF DEAN STUDENTS WELFARE
UNIVERSITY OF HORTICULTURAL SCIENCE
Udyanagiri, Near Seemikeri Cross, Bagalkot-587104, KARNATAKA