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Counselling process at RV College of Engineering

- One faculty will be allotted **20 to 22** students to counsel in the first year and same faculty will be continued as faculty counselor till the student graduates
- There are about 230 faculty counselors for BE programs and 26 faculty counselors for PG programs
- Faculty counselor will conduct a Meeting with their mentee students frequently (minimum once in fortnight) to discuss with them their academic performance and help for holistic development
- Counselors maintain a file for each of their mentee which includes details such as semester registration forms, academic performance, participation certificate in Extracurricular/Co-curricular events
- Counselors also maintain a file for each of their mentee which includes the details of activities done by students towards earning AICTE Activity points and also advise students to work for social cause.

Specific tasks of DSA (Dean Student Affairs)

- Organizing and managing all matters related to students' welfare, conduct and discipline.
- Organizing students counselling, mentoring and other related activities
- Liaison with parents/guardians about their ward's progress and problems in consultation with Dean – Academic
- Coordinating merit cum means scholarships
- Maintaining a ragging free campus.
- Organizing extra-curricular activities in association with Dean Cultural Activity Team.
- Strengthening Professional and Student chapters.

Role of counsellors

- Help students navigate the choices they have at RVCE, serving as a liaison, between the students and the faculty and the academic requirements of the institution.
- Provide moral support for needy students to face challenges during their stay at RVCE and help them to become a successful engineer along with good human being
- Help students choose among the wealth of opportunities available at RVCE, and help them deal with registration issues and navigate the institution's academic rules and procedures.

Duties & Responsibilities of counsellor

- Maintenance of personal files of students;
- Display of contact time of counsellor availability;
- Meeting of their group students once in a week and discuss with the students and counsel them;
- Sending Progress reports of attendance & Marks of CIE to parents;

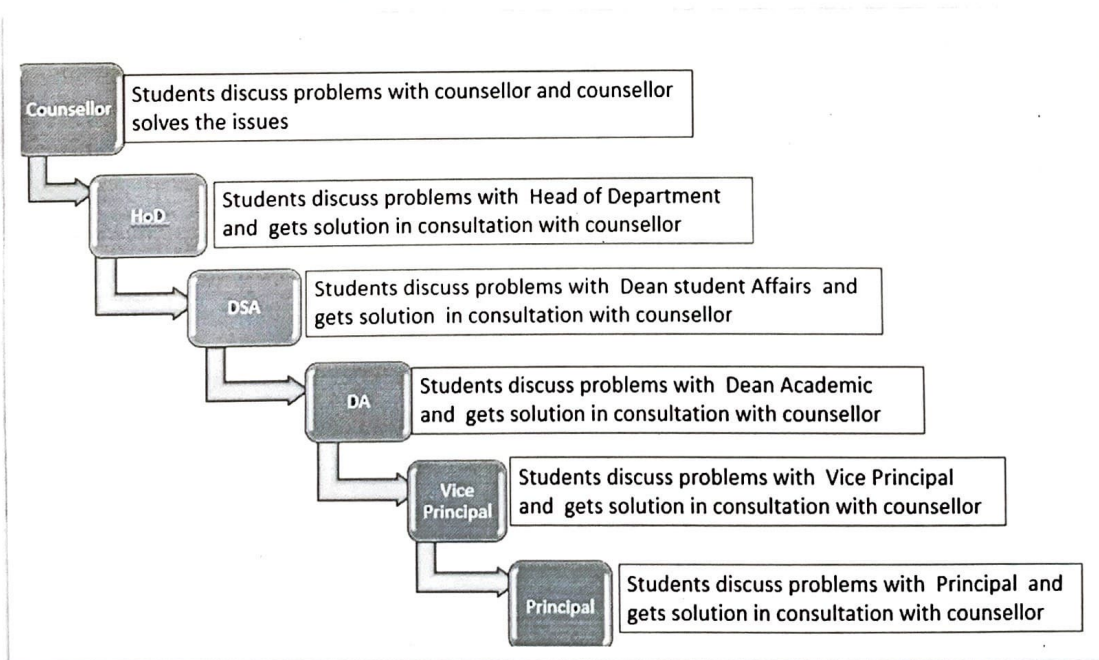


- Ensure that the students return the copy of the progress reports duly signed by their parents/guardian;
- Create group email ids of their mentee and contact them frequently
- Creating the database of mentee parent's mobile numbers and email ids; (for contacting during emergencies)
- Collecting medical certificates from the students immediately after reporting to classes; in case the student is absent due to medical emergency
- Identifying and Meeting slow learners frequently and counselling them;
- Sending SMS/email/ post to parents of slow learners.

Duties of Students

- Note down the contact time of counsellor availability
- Meet counsellor once in a week, discuss the problems and plan the activities
- Submit Registration form in the beginning of semester
- Submit CIE progress report after parents/Guardian signature
- Inform about unavoidable leaves to be taken during academic period and submit the necessary document immediately after reporting to classes
- Attest medical certificates by RVCE campus doctors; (Manadate)
- Submit the certificate of participation or winning in any co-curricular/ cultural/sports activity
- Inform and submit certificates of any online course taken by the student.
- Submit the certificate for participation in any activity related to AICTE activity points

Process at RV College of Engineering





Parent Teacher Meeting:

- Parent teacher meeting will be held Once in a semester preferably after CIE 1 and this meeting is held common to all branches of First year students and is organised by central office.
- Parent teacher meeting will be held Once in a semester organised by respective departments for 2nd, 3rd, 4th Year students.

Efficacy of the mentoring System

Some students perceive the difficulty in handling the academic load during first year of their study in various program. Such students are identified by the faculty counsellors and counsellors along with HoD/dean student affairs/dean academic discuss the matter and develop a plan to continue his/her studies.

Few students take decision to discontinue studies due to academic stress in 2nd year and faculty counsellor/ HoD/dean student affairs/dean academic advise them and suggest alternate plan to cope up with academic stress so that they will be able to continue their studies.

Counsellors regularly monitor the academic progress of the students and identify low performers. Such students are provided guidance to improve their performance by advising them to attend additional classes, prepare study plan and select suitable mode of study.

There are few cases of students facing mental health issues leading to depression. Counsellors along with parents take support of expert counsellors and help them to improve their status.

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