



Dr. Rafiq Zakaria Campus
Maulana Azad Education Society's
MARATHWADA COLLEGE OF EDUCATION
Chh. Sambhajinagar (Aurangabad)

Policy Document for Guidance and Counseling Cell

1. Vision

To empower student-teachers through personal, academic, and career guidance, fostering their holistic development as future educators and responsible citizens.

2. Mission

To provide accessible, confidential, and professional counselling and guidance services to all college students and Lab school students, enabling them to overcome academic and personal challenges and to make informed career and life decisions.

3. Objectives

- To support students in managing stress, anxiety, and other emotional or psychological issues of Pupil teachers and students of Lab school.
- To assist faculty in educational planning and developing effective learning strategies.
- To facilitate career planning, job readiness, and placement preparation.
- To promote mental health and well-being on campus.
- To create awareness about the importance of self-awareness, emotional intelligence, and interpersonal skills among student-teachers.

- **Scope**

This policy applies to all students, faculty of the institution and students of Lab school, with special consideration for those facing academic, personal, or career-related difficulties.

- **Structure of the Guidance and Counselling Cell**

Sr.No	Designation	Faculty
1	Chairman	Prof.Imran Ramzan
2	Coordinator	Dr.KhanZeenat Muzaffar
3	Faculty Representative	Dr.ShaikhKashefa Anjum
4	Faculty Representative	Dr.KhanTanveer Habeeb
5	Faculty Representative	Dr.Shaikh Sara A
6	Faculty Representative	Mrs.Humaira Batul
7	Dr.Patankar	Psychiatrist

6. Key Functions

- **Personal Counseling:** Providing one-on-one support for emotional, psychological, and behavioral issues in a confidential setting.
- **Academic Counseling:** Helping students with time management, study habits, exam stress, and motivation.
- **Career Guidance:** Offering information on teaching careers, competitive exams (e.g., CTET, TET), resume writing, and interview preparation.
- **Workshops & Seminars:** Organizing awareness sessions on mental health, soft skills, stress management, goal setting, etc.
- **Referral Services:** Referring students to clinical psychologists or psychiatrists for advanced care, when required.
- **Feedback & Monitoring:** Conducting surveys and feedback mechanisms to

assess students' needs and service effectiveness.

7. Infrastructure & Resources

- A dedicated, private counselling room on campus.
- Access to career resource materials and mental health literature.
- Contact with external psychologists/counsellors for referrals or sessions.
- A digital database (confidential) to maintain session logs and student progress (without breaching privacy).

8. Ethical Considerations

- Ensuring strict confidentiality of all counseling sessions.
- Providing counselling services on a non-judgmental and inclusive basis, regardless of caste, religion, gender, or background.
- Promoting voluntary participation and informed consent for counselling services.

9. Monitoring & Evaluation

- Biannual review of the Cell's activities and effectiveness.
- Maintenance of anonymous feedback forms to improve services.
- Reporting to the IQAC and Management Committee through annual reports.
- **Policy Review**
This policy will be reviewed every two years or sooner if required, based on student feedback and institutional needs.

IQAC Coordinator

Principal