

## GUIDELINES FOR COUNSELORS

1.	Counseling services are provided by a Panel of Counselors registered under Rehabilitation Council of India/Medical Council of India/Qualified Counsellors.
2.	Detail of the Panel of Counselors (Name, Address, Contact number with E-mail ID, Expertise in counselling, Appointment, Timing and Location) are available in University Website (DSW page).
3.	Students who needs counselling service will directly reach any one of the counselors over mobile phone as per their requirement and fix the appointment.
4.	The students can avail the counseling service in Offline either at the Clinic of the counselor or at Students' Council Office (Students' Service Centre), Pondicherry University after getting the appointment.
5.	There is an option of online counseling session if students opt for it. This is also based on appointment.
6.	The student after availing counseling service, the same may be informed to Office of Dean – Students' Welfare for processing consultancy fee Rs500/- per each session (45 minutes to 1 hour).
7.	The counselors should strictly maintain the record of the students who have taken counseling services with utmost confidentially and also with professional ethics.
8.	The counseling fee claims with no. of session for each student will be submitted (offline or online) to the Office of Dean – Students' Welfare for onward transmission to Finance Section Pondicherry University.
9.	The Office of the Dean – Students' Welfare will coordinate with panel of counselors for ensuring counseling services for needy students of Pondicherry University to enhance their mental health and well-being.

Office of the Dean – Students' Welfare



Bu \*\*\*

