



**Bharath Institute of Higher Education and Research  
(Deemed to be University)**

**Office of the Dean of Engineering,**

**Sree Balaji Institute of Science and Technology (SBIST),**

**7, Works Road, Chromepet, Chennai – 600044**

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SBIST/COUN/ORD/2025-26/002

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## **OFFICE ORDER**

### **ESTABLISHMENT OF A PLATFORM FOR HIRING COUNSELLORS**

#### **1. BACKGROUND AND RATIONALE**

In the contemporary academic environment, students, faculty members, and non-teaching staff frequently experience psychological stress arising from academic pressures, professional responsibilities, personal challenges, and work–life imbalance.

Recognizing that mental well-being is foundational to academic excellence and institutional harmony, Sree Balaji Institute of Science and Technology (SBIST) has established a structured platform for providing professional psychological counselling and mental health support.

This initiative aligns with:

- National Education Policy (NEP) 2020
- AICTE recommendations on student welfare
- NAAC quality parameters (Student Support & Governance)
- Holistic development and well-being frameworks

The institution is committed to fostering a safe, inclusive, and supportive campus environment.

#### **2. PURPOSE OF THE COUNSELLING PLATFORM**

The platform has been established to:

- Provide professional psychological counselling support
- Create a safe, confidential, and non-judgmental space
- Address stress, anxiety, emotional distress, and behavioral concerns

- Support mental well-being of:
  - Students
  - Teaching faculty
  - Non-teaching staff
- Promote emotional resilience and healthy coping mechanisms
- Encourage stigma-free help-seeking behavior

### **3. TARGET BENEFICIARIES**

The counselling platform caters to:

- Undergraduate and postgraduate students
- Teaching faculty members
- Administrative and non-teaching staff

Each stakeholder group is provided access to counselling services tailored to their specific needs.

### **4. SCOPE OF COUNSELLING SERVICES**

The counselling services address the following areas:

#### **4.1 Academic Challenges**

- Lack of motivation
- Time management issues
- Examination anxiety
- Academic underperformance

#### **4.2 Behavioral Challenges**

- Addictions
- Peer pressure
- Risk-taking behaviors

#### **4.3 Emotional Challenges**

- Stress and anxiety
- Anger management
- Sadness and low mood
- Emotional regulation

#### **4.4 Social Challenges**

- Hostel adjustment issues

- Interpersonal conflicts
- Relationship challenges
- Workplace stress and burnout

#### **4.5 Professional Development Support**

- Confidence-building
- Motivation enhancement
- Emotional resilience
- Work–life balance guidance

*Note: Clinical psychiatric cases requiring medical intervention are referred to specialized healthcare providers.*

### **5. NATURE OF THE COUNSELLING PLATFORM**

The institution adopts a **hybrid counselling access model**, including:

- Engagement of qualified external professional counsellors
- Referral-based counselling support
- Scheduled and on-demand sessions
- Online and offline consultation options
- Individual and group counselling sessions
- Crisis intervention support

This model ensures professional expertise and institutional flexibility.

### **6. IDENTIFICATION AND ENGAGEMENT OF COUNSELLORS**

Counsellors are selected based on:

- Recognized qualification in Psychology/Counselling
- Relevant experience in mental health services
- Ethical practice adherence

Engagement may include:

- Individual licensed professionals
- Registered counselling centers
- Online counselling platforms

For the current academic period,

**Dr. Srinivasan Jeyaraman, Senior Psychologist**, has been entrusted with counselling responsibilities.

**Contact Details:**

Phone: 7339571880

Email: srinivasanjay@yahoo.co.in

**7. ACCESS MECHANISM**

Individuals may access counselling through:

- Self-referral (confidential)
- Faculty Mentor referral
- Head of Department referral
- Women Cell / Student Welfare Committee referral

A designated Institutional Coordinator facilitates appointment scheduling while maintaining privacy.

**8. CONFIDENTIALITY AND ETHICAL PRACTICES**

The institution strictly ensures:

- Complete confidentiality of counselling sessions
- No disclosure of personal details without written consent
- Minimal and anonymized documentation
- Ethical standards as per professional counselling guidelines
- Respect for privacy and dignity of all individuals

Users are informed of their rights to confidentiality and ethical protection.

**9. AWARENESS AND OUTREACH**

The institution promotes awareness through:

- Orientation programs
- Circulars and email communication
- Posters and digital displays
- Social media announcements
- Student mentoring sessions
- Workshops on mental health awareness
- Stigma-reduction initiatives

Anonymized testimonials may be shared (with consent) to encourage help-seeking behavior.

## **10. STAFF TRAINING AND CAPACITY BUILDING**

To strengthen early intervention:

- Faculty members are trained to identify signs of distress
- Non-teaching staff receive basic mental health awareness training
- Mentors are trained in referral mechanisms
- Workshops conducted on psychological first aid

## **11. INTEGRATION WITH ACADEMIC SUPPORT SYSTEMS**

Mental health counselling is integrated with:

- Faculty mentoring system
- Academic support services
- Career counselling
- Placement guidance
- Student welfare initiatives

Each student is assigned a Faculty Mentor who provides continuous academic and emotional support.

## **12. MONITORING AND REVIEW**

The counselling platform is periodically reviewed by the designated Institutional Committee.

Monitoring includes:

- Usage analysis (without identifying individuals)
- Feedback collection
- Service effectiveness evaluation
- Identification of emerging issues
- Policy refinement

Continuous improvement is ensured through data-driven evaluation.

## **13. BUDGET AND SUSTAINABILITY**

The institution allocates funds for:

- Engagement of counsellors
- Awareness campaigns
- Staff training programs
- Digital/online platform maintenance

Funding may be supported through institutional budget allocations, grants, or welfare initiatives.

#### **14. LONG-TERM VISION**

The institution aims to:

- Create a sustainable mental health support ecosystem
- Integrate wellness education into campus culture
- Regularly update services based on emerging research
- Promote lifelong emotional resilience

#### **15. EXPECTED OUTCOMES**

The initiative is expected to result in:

- Improved mental well-being of students and staff
- Reduced stress-related issues
- Enhanced academic and professional performance
- Increased help-seeking behavior
- Positive, inclusive campus climate
- Alignment with NEP 2020 holistic development goals

#### **16. COMPLIANCE STATEMENT**

The institution affirms that:

- A formal platform for psychological counselling is established.
- Qualified professionals are engaged.
- Confidentiality and ethical practices are ensured.
- Documentation is maintained for AICTE/NAAC/NBA audits.
- The system is periodically reviewed and improved.

