



Veer Madho Singh Bhandari Uttarakhand Technical University, Dehradun

Guidelines of Counsellor - Counselee Program

1. OBJECTIVE

The objective of the Counsellor – Counselee program is to foster an ecosystem where alumni of Veer Madho Singh Bhandari Uttarakhand Technical University (Formerly Uttarakhand Technical University), hereafter referred as UTU, acts as a catalyst in transforming the lives of present students by inculcating a sense of responsibility, positive mindset and career-oriented approach among them.

2. SCOPE

The scope of the program will be focused on utilising the experience of UTU Alumni network to counsel the students in shaping their career paths according to their needs, capabilities, and skills. It won't include any personal or financial support to students.

Hence, the scope includes two major aspects as detailed below, which can be amended from time to time as per need with the approval of Hon'ble Vice Chancellor of UTU:

- a. Professional Guidance – regarding professional goals, selection of career, higher education.
- b. Career Advancement – regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.

3. ROLE OF COUNSELLOR

In each connect, the alumnus shall discuss the grievances and queries of students. The solutions provided by alumnus should be ethical and legitimate. Apart from that, alumnus shall track the progress made by students with respect to action items of last connect. Discussion shall also include planning future course of action to be completed by student before next connect. Counsellors are supposed to demonstrate highest level of professional, moral, and ethical standard during interactions with the counselee. Counsellors shall not divulge contact details of the counselee allocated to them without permission of the concerned.

4. ELIGIBILITY AND SELECTION OF COUNSELLORS

The counsellor must be a registered alumni of the UTU Alumni Association and rest of the criteria for selection of counsellor shall be as notified from time to time by the University. The nature of engagement of counsellors shall be purely voluntary and the its duration shall be as decided by the counsellor in consultation with the Coordinator of the program.

A selection committee formed as per the direction of Hon'ble Vice-Chancellor of University shall be responsible to shortlist the most experienced and knowledgeable counsellors from UTU's vast alumni network.

5. ELIGIBILITY AND RESPONSIBILITIES OF STUDENTS AS COUNSELEES

- Counselee has to be a bonafide student enrolled in the University.
- Counselee shall be applying for seeking mentorship from the Counsellors on the prescribed format as notified by the University from time to time.
- Mere applying for participating in the program does not entitle the applicant to get the Counsellor.
- Counselee will respect the time and efforts invested on him/her by the counsellor.
- Counselee will abide by all the rules of the program.
- Counselee will not misbehave with counsellors.
- Counselee will remain truthful, honest and sincere in their conduct throughout the program.
- Counselee won't seek any financial or personal favour(s) from counsellor.
- Counselee shall never disclose the contact details of the Counsellor allocated to him/her without consent of the concerned.
- Counselee has to regularly update the details of the interactions with Counsellors to the Coordinator of the program.
- University reserves all rights to allow / debar any counselee from the Counsellor – Counselee Program at any time.
- Counselee shall restrict the interactions to his/her professional development and refrain from discussing anything that is prohibited by the University through explicit notification and / or terms and conditions of the Counsellor – Counselee Program.
- Counselee shall never indulge in any act that brings bad name to the reputation / functioning of the University, State, and Nation.

6. TERMS AND CONDITIONS FOR IMPLEMENTATION OF COUNSELLOR - COUNSELEE PROGRAM

- a. To begin with, the pilot program is intended to counsel the students of 1st year because this is the most crucial time in their lives as these students go through a transition from school to college life. A strong foundation at this stage would help them to perform well in future. However, this will be gradually extended to all the enrolled students of the University in its campus/affiliated institutions.

- b. An alumnus will counsel 2 to 3 students based on their bandwidth to contribute in this initiative.
- c. There will be 6 connects (interactions) in a year with progressive agendas. The timeline can be mutually agreed upon by both parties.
- d. These connects will be virtual in nature.
- e. It is expected that alumnus invests at least 1 hour in each connect.
- f. At the end of each connect, feedback will be taken from both the parties to track the progress and fill in the gaps, if found any.
- g. UTU will be maintaining the record of Counsellors and Counselees on the university website and the contact details shall be maintained in office, which shall not be shared with anyone without explicit permission of the concerned.
- h. University shall be designating a Coordinator of Counselling – Counselee program for the stipulated period of 2 years with the approval of Hon'ble Vice Chancellor of the University. The Coordinator shall be solely responsible for successful implementation of the program under superintendence of university authorities and shall ensure the high ethical, moral, professional standards during mentoring sessions in the program.
- i. The allocation of the Counsellor – Counselee will be done by the Coordinator for the implementation of the program in the University.
- j. The engagement of Counsellor – Counselee shall be usually for one academic session, however, it can be discontinued or extended with the approval of the competent authority at any time with or without assigning any reason.
- k. At the end of program, all feedbacks received from Counsellors and Counselees shall be used to consolidate the program in to a more robust and inclusive mentoring ecosystem.
- l. The program shall expand to include the students of 02nd, 03rd and 04th year as well in future based on feedback from the program.
- m. There shall be no financial transaction between the Counsellor and Counselee under any circumstances. In case of any voluntary support to be extended in any form, the same shall be routed through the Coordinator of the program with the permission of University authorities.
- n. The interactions between the Counsellor – Counselee shall be confined to the professional development and shall not include criticism or discussions on the University, State or National affairs under any circumstances. Canvassing in any form for any purpose is strictly prohibited.
- o. Coordinator of the program shall be calling applications from the Counsellors and Counselee through notification and perform the task of allocating counselee to the counsellors chosen for respective academic session.

7. OPERATION

University reserves the right to continue / amend / discontinue the Counsellor – Counselee Program, along with allowing / debarring any Counsellor / Counselee after assigning reasons for doing so at any point of time based on the feed back of the program operation.
