

31st March, 2016**Annual Report on Counseling for the academic session 2015-16**

The Counseling Service provided at our educational institution aims to support our mission of **empowering every student to realize and develop their potential** to the best of their ability. It primarily focuses upon **enhancing and promoting the learning process** and **encouraging** every student to **achieve success** in school and **develop** themselves into **responsible members contributing to societal development**. It also facilitates the teaching learning process.

A .Individual counseling**I .For students**

During the academic Session 2015-16 till date total cases were referred to the counselor from Preprimary ,Primary ,Middle and Senior Wing .The domain of problems reported by students included academic . behavioral , cognitive and emotional aspects .

Table 1 represents the major categories of problems observed in the cases referred for counseling from Preprimary ,primary ,middle and senior wing.

Major problems observed as per the cases referred to the counselor		
Senior Wing	Middle Wing	Preprimary and Primary Wing
Lack of Academic Motivation	Difficulty in coping up with changes during adolescence	Intellectual Disability & associated Learning difficulties
Confusion regarding career choice	Weak academic fundamentals & Inappropriate study techniques	Problems related to attention and concentration
Bullying	Learning disabilities due Neurological Problems	Anger and Aggression
Problems related to Time Management	Lack of reading and writing skills	Attention Deficit Hyperactivity Disorder
Anger and Aggression	Intellectual Disability	Pervasive DEveloOpmental; Disorder (Autism)
Negative Peer group Influence	Developmental Disabilities	Learning Disorders

Major problems observed as per the cases referred to the counselor		
Senior Wing	Middle Wing	Preprimary and Primary Wing
Conflict with Parents owing to generation gap	Difficulty in handling peer pressure	Behavioral Issues Inappropriate Parenting
Issues related to romantic relationships	Teasing and Bullying	
	Conflict with peers	
	Behavioural issues	

ii. **Individual counseling** sessions were conducted with **follow ups** at regular intervals depending upon the nature of the problem. **Parental counseling and family therapy** had been conducted in cases where it was necessary. Regular feedbacks were collected from teachers and parents .

[Note : Comprehensive counseling reports mentioning the presenting complaints and the intervention strategies are available with the counselor .]

Table 2 represents total number of students referred to the counselor from pre primary ,primary ,middle and senior wing during the academic session 2014-15

Students Referred to the Counselor during the Academic Session 2015-16					
Cases Referred	Pre Primary wing	Primary Wing	Middle wing	Senior Wing	Time Period
	0	0	1	2	March – May
	3	0	19	15	June-August
	15	10	14	44	September – November
	0	3	16	25	December – February

iii. **For teachers and other staff members**

During this academic session, many **teaching and non teaching** staff approached the counselor **seeking assistance** in **solving** their **problems** and **improving their performance** at work. Counseling service was also extended to staff members (teachers , coordinators administrative staff and support staff) by providing **problem based practical solutions** for dealing with work related stress and facilitating in the process of **personal skill development aimed at maximization of their productivity** at work place.

B. Career counseling

Throughout the academic session, students from senior classes (classes IX ,X ,XI and XII) frequently approached the counselor for enquiries about career avenues, courses, admission criteria etc. Their career interests were explored and queries were answered with the aim of guiding them in proper academic and career choice through one to one counseling session. In addition to that , students were updated about the top institutes and universities , courses offered ,their admission criteria , scholarships and national level entrance examinations at regular intervals .The information collected for career guidance were displayed in the notice boards of senior classes to ensure that the information reaches to maximum number of students .

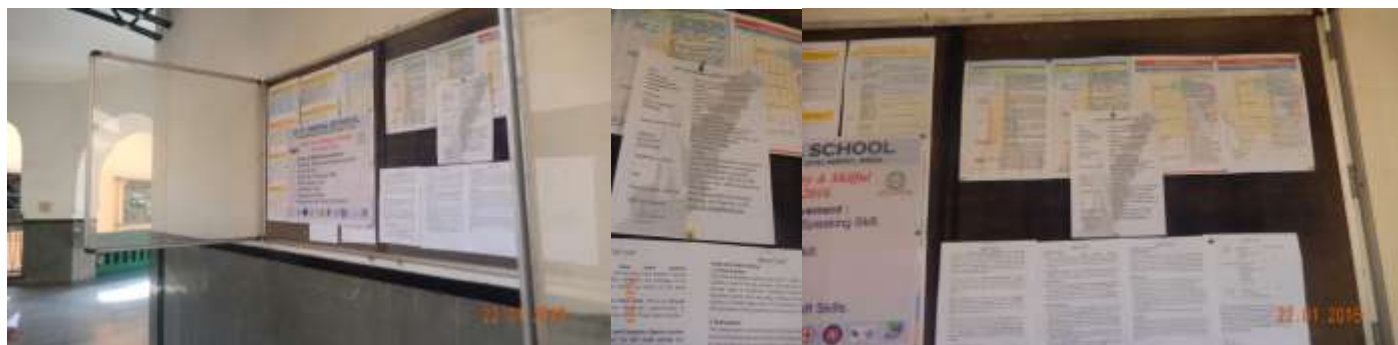


Table 3 represents the list of information displayed on the School Notice Board to help students in Career Planning

Notice Board Displays on Careers during Academic Session 2015-16	
Month	Displays
March	Information on Centre for Basic Sciences ,Ravishankar University Chhattisgarh
April	B .Des Program at IIIT Bombay Information on Top Institutes and Universities in India and their official websites
June	Courses and Career Options in Science Courses and Career Options in Commerce
July	Information on Important Entrance Examinations in varied disciplines Information on Student Scholarships
August	Information on Legal Studies in India
September	Information on Sports Education in India
October	Information on Design Studies (Course details and government Colleges)
November	Courses and Career Options for students having Physics ,Chemistry , Mathematics in class XI and XII Courses and Career Options for students having Physics ,Chemistry ,Biology in class XI and XII
December	Information on Professional Courses (Mass Communication ,Journalism , Visual and Fine Arts , Photography , Event Management , Airhostess Training)
January	Courses and Career Prospects in English
February	Future Career trends &Fastest Growing Career Options in India

C. Counseling and guidance for children with special needs

Till date, 51 students had been identified to have special learning needs. Among the identified students 28 belongs to preprimary wing, 7 belongs to primary wing, 9 belongs to middle wing and 7 belongs to senior wing. For identification of special learning needs, initial screening was done on the basis of observation reports of teachers, evaluation of class work, homework and assessment copies and counseling report. Only after receiving medical or psychometric test reports or verbal confirmation of the diagnosis from parents students have been enlisted into this category. Depending upon the nature of disability, proper guidance and counseling was provided for the students, educators as well as their parents.

Table 4 represents number of students identified as having with special learning needs

Students Identified as having special learning needs	Number of Differently Abled students				
	Pre-Primary Wing	Primary Wing	Middle Wing	Senior Wing	Total
No. of Identified students	28	7	9	7	51

D .Group Counseling Sessions

Several **group/mass counseling** sessions were conducted for Pre primary, Primary, Middle and Senior school students. In addition to that, special counseling sessions were also conducted for the female students of secondary and senior secondary school in order to train them for taking care of personal safety, communicating appropriately with opposite sex members and leading a dignified life. Also several need based group counseling sessions were conducted.





The table 5 presented below provides comprehensive report of the group counseling sessions conducted by counsellor during the Academic Session 2015-16

GROUP COUNSELING SESSIONS FOR STUDENTS						
	Sl. No.	Topic of the Sessions	Conducted by	Target Group	Dates	No. of attendees
Senior Wing	1.	Drug Addiction and Illicit Trafficking of Women and Children	Mr. R.K. Trivedi (Principal)	Classes XI & XII	26.6.15	637
	2.	Career Counseling	Mrs . Shakun Vijay (Counselor)	Students and Parents (Class XII)	8.7.15	264
	3.	Pursue your interest in games and sports	Mr .RK Trivedi (Principal)	Classes IX –XII	13.7.15	1260
	4.	Academic and Career Development	Mr. R.K. Trivedi (Principal)	Students and Parents (Class X)	22.7.15	
	5.	Scoring well the CCE system	Mrs. Leena Chako (Senior Mistress)	Students and Parents (Class X)	22.7.15	
	6.	Developing skills and qualities essential for academic achievement	Ms.Sujata Banerjee (Counselor)	Students and Parents (Class X)	22.7.15	
	7.	Academic Development and Career Planning	Mr. Trivedi (Principal)	Students and Parents(Class IX)	12.8.15	
	8.	CCE System	Mrs. Leena Chako(Sr.Mistress)	Students and Parents(Class IX)	12.8.15	
	9.	Role of a student and his parents in academic and personality development	Ms. Sujata Banerjee (Counselor)	Students and Parents (Class IX)	12.8.15	
	10.	Leading Life with Dignity	Mrs. Leena Chacko (Senior Mistress)	Classes IX-XII (Female Students)	27.8.16	523
	11.	Appropriate Forms of Non Verbal Communication	Ms.Sujata Banerjee (Counselor)	Class IX	7.9.15	307
	12.	Life Development Skill	Mrs. Sangeeta Christopher (Activity Coordinator)	Class IX	7.9.15	

GROUP COUNSELING SESSIONS FOR STUDENTS						
	S .I No	Topic of the Sessions	Conducted by	Target Group	Dates	No. of attendees
Senior Wing	13.	Goal Setting	Ms.Sujata Banerjee (Counselor)	Classes IX to XI	19.10.15	986
	14.	Courses and Career Options after Class XII	Mrs .Shakun Vijay (Counselor)	Classes IX to XI	19.10.15	
	15.	Tips for Final Exam Days	Ms.Sujata Banerjee (Counselor)	Class IX	15.2.16	293
Middle Wing	1.	Being Well Mannered	Ms.Sujata Banerjee (Counselor)	Classes VI - VIII	20.4..16	1065
Primary Wing	1.	Importance of Good Manners	Ms.Sujata Banerjee (Counselor)	Classes II – V	22.4.15	1447
	2.	Real Significance of Independence Day	Mr.RK Trivedi (Principal)	Classes II – V	13.8.15	1463
	3.	Guidelines for Exam Preparation	Ms.Sujata Banerjee (Counselor)	Class IV	8.9.15 9.9.15	351
	4.	Honesty is the best policy	Ms.Sujata Banerjee (Counselor)	Classes II and III	18.9.15 19.9.15 20.9.15 21.9.15	680
	5.	Role Of Grannies in our Life	Ms.Sujata Banerjee (Counselor)	Classes II -V	1.10.15	1456
	6.	Tips for taking Final Exams	Ms.Sujata Banerjee (Counselor)	Class IV	25.1.16 27.1.16 28.1.16	366
Preprimary	1.	Workshop on Parenting	Ms.Sujata Banerjee (Counselor)	Parents of students (Nursery ,KG and I)	24.3.15	
	2	Healthy Habits and Table Manners	Ms.Sujata Banerjee (Counselor)	Classes KG and I	13.10.15	696

E. Health Counselling Sessions

Several health counseling sessions were conducted throughout the academic session by our school doctor in order to address a broad spectrum of health related issues including healthy food, exercise, nutritional assessment and guidance, lifestyle advice, physical working environment, psychological well-being, sleep and stress etc .Through these sessions, our students as well as teachers were encouraged to adopt healthy habits and good health practices .





The table 6 presented below provides comprehensive report of the Health counselling sessions conducted by school doctor during the Academic Session 2015-16

GROUP HEALTH COUNSELING SESSIONS FOR STUDENTS						
	S.I No	Session	Conducted by	Target Group	Date	No. of attendees
Senior Wing	1	Healthy Food Habits and Good Health Practices	Dr Monika Tripathi	Classes IX -XII	7.4.15	1279
Middle Wing	1.	Healthy Food Habits and Good Health Practices	Dr Monika Tripathi	Classes VI -VIII	7.4.15	1105
	2.	Cleanliness and Personal Hygiene	Dr Monika Tripathi	Classes VI-VIII	20.4.15	1112
	3.	First aid Training	Dr Monika Tripathi	Members of Disaster Management Club		

GROUP HEALTH COUNSELING SESSIONS FOR STUDENTS

	S.I No	Session	Conducted by	Target Group	Date	No. of attendees
Primary Wing	1	Healthy food habits and Good Health Practices	Dr Monika Tripathi	Classes II-V	7.4.15	1466
	2.	Good Health Practices	Dr Monika Tripathi	Classes II-V	7.4.15	
	3.	Preventive Measures for Conjunctivitis	Dr Monika Tripathi	Classes II-V	13.8.15	1483
Pre Primary Wing	1.	Preventive measures to be taken during rainy season	Dr Monika Tripathi	Classes Nursery – I	3 .7 .15	1005
	2.	Oral Health Education	Dr Monika Tripathi	Classes KG and I	25.1.16 28.1.16	676

F. Sessions for Teachers

Several interactive sessions were conducted by the counselor for the teaching staff of our institution to **facilitate them in the following ways** :

- To develop an in depth understanding about the theories and principles of behavior science which are closely knit with the teaching learning process
- To upgrade their knowledge and skills for accomplishment of professional development
- To help identify and teach /train children with special learning needs



The table 7 presented below displays the list of Training /Counseling Sessions conducted to facilitate teachers during the academic session 2015-16

SESSIONS FOR TEACHING AND ADMINISTRATIVE STAFF				
S I No	Session	Conducted by	Target Group	Date
1.	a. Role of Counselor in School b. Identifying Children with Special Needs c. Skills and Qualities for teaching efficiently	Ms Sujata Banerjee (Counselor)	New Teachers for the academic session 2015-16	16.3.15
2.	Developing Active Listening Skills in Students	Ms Sujata Banerjee (Counselor)	All Teachers	23.4.15 26.4.15 27.4.15
3	Soft Skills	Mrs .Shakun Vikjay (Counselor)	All Teachers	4.5.15
4.	Dealing with Differently Abled Children	Ms Sujata Banerjee (Counselor)	Teachers(from different branches of OPJS) attending the Induction training Program	5.6.15 6.6.15
5.	Natural Remedies for Common Illnesses	Ms Sujata Banerjee (Counselor)	Teachers in Primary and Preprimary Wing	13.6.15
6.	Soft Skills	Mrs .Shakun Vikjay (Counselor)	Administrative Staff Members	
7.	Identifying Disabilities due to Chromosomal Abnormalities	Ms Sujata Banerjee (Counselor)	Teachers in Pre Primary Wing	21.6.15
8.	Supporting and Guiding Students with CP	Ms Sujata Banerjee (Counselor)	Teachers in Pre Primary Wing	11.7.15
9.	Emotional Needs of Children	Ms Sujata Banerjee (Counselor)	Teachers in Pre Primary Wing	12.12.15

G .Sessions for Support Staff

Similarly counseling sessions were also conducted for the support staff members in order to generate awareness about general health , the harmful effects of addictions . Such sessions also contributes to the developing their work motivation and modifying their social skills in order to make them more equipped for their work place .



The table 8 presented below displays the list of Training /Counseling Sessions conducted to facilitate the support staff members during the academic session 2015-16

SESSIONS FOR THE SUPPORT STAFF			
S .I No	Session	Conducted by	Date
1.	Health Hazards of Substance Dependence	Dr Monika Tripathi	31.1.16
2	Socio Economic Hazards of Addiction and ways to fight against it	Mr .Amit Mishra Purohit	31.1.16
3	Understanding of Work role and Motivating Self to Work	Ms. Sujata Banerjee	31.1.16

H .School based other Counselling Programs

During this academic session few special counseling sessions were conducted by the guest faculties primarily for the students of senior secondary school .These counseling sessions were conducted to motivate students towards personal and career development .



Table 9 represents the list of the special counseling sessions conducted by guest speakers during the academic session 2015-16

SPECIAL COUNSELING SESSIONS				
Sl. No	Topic of the Session	Target Group	Conducted by	Date
1.	Leadership skill development	Classes IX –XII	Mr .Sashi Kant Tiwari (Retired Squadron Leader	15.7.15
2.	Planning and Preparation for Civil Services Examination	Classes IX –XII	Mr.Vinay Agrawal	16.10.15
3.	Mind Power Training	Classes IX –XII	Mr.Nayan Bareth	28.10.15
4.	Oral Health Education	Classes Nursery and KG	Dr Guru Kulkarni	12.1.16

I .Classroom Interaction

The counselor was allotted few classes as a substitute teacher during this academic session .Grabbing the opportunity to interact with the students , various issues were discussed in the context of **personality development** specially focusing upon **development of ethical and moral values** .During interaction used various methods were used such as **role play, discussion, lecture** etc. which proved to be an encouraging experience.

J .Health Counselling in the infirmary

During academic year 2015-16 many students and teachers visited the infirmary for recurrent health complaints such as head ache, stomach pain, swelling, minor and major accidental injuries due to dizziness and fainting . **Individualized health counseling sessions** were conducted by our **school doctor and nurses** to inform those students about healthy food habits and good health practices .

K. Drafting of Circulars /Notifications

During the academic session the counselor had prepared an important **circular for the teachers and parents** explaining the **negative consequences of corporal punishment** and one for the students. Several other **notifications were drafted** for the students at secondary and senior secondary level in order to motivate them to come to school in proper uniform ,being self disciplined , guide them for exam preparation, inform them on various courses , entrance exams and career options after class XII.

L .Outreach Counselling Services

In our attempt to meet the needs of the underprivileged ones in our community , we have willfully extended our counseling services beyond the boundaries of our institution .Community based awareness programs and counseling programs were also organized and conducted by the counselor and doctor during this academic year .





The table 9 presented below displays the list of community based counseling programs

COMMUNITY BASED COUNSELING PROGRAMS				
S.I no	Program	Conducted by	Target Group	Date
1.	Anti-Tobacco Campaign	Dr.Monika Tripathi Ms.Sujata Banerjee	Residents of Khairpur Village	31.10.15
2.	Healthy body and Mind	Dr.Monika Tripathi Ms.Sujata Banerjee	Students of Class VIII	6.1.16

M. Career Guidance during Annual Exhibition

In the annual exhibition, information on **academic and career choices** were displayed on one of the stalls. The displays provided vital information on courses in different academic streams (science and technology , commerce ,humanities) and career options for vocational courses available after senior secondary level. It further included information on national institutes in India for specialization in medical, paramedical, engineering, arts, commerce science streams and details of their entrance exams and admission criteria

Ms. Sujata Banerjee
Counsellor .