

Annual Report on Counselling (Academic Session 2016-17)

The Counselling services provided at our educational institution aims to support our mission of empowering every student to realize their potential and develop it 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 actively facilitates the teaching learning process in the following ways:

A. Individual counselling**I. For students**

During the academic session 2016-17 total 140 cases were referred to the counsellor from Pre-primary, Primary, Middle and Senior Wing. The domain of problems reported by students included academic, behavioral, cognitive, affective and delayed developmental aspects. For each student, individual counselling was done along with several follow up sessions depending upon the nature of problems .The records for individualized counselling sessions have been maintained in the form of detailed reports. Parental counseling and family therapy had been done in cases where it was found to be necessary.

Table 1: represents the major categories of problems observed in the cases referred for counselling.

Major problems observed as per the cases referred to the counsellor			
Sl.	Senior Wing	Middle Wing	Preprimary and Primary Wing
1.	Confusion regarding career choices	Difficulties in adjusting to changes associated with adolescence	Intellectual & learning disabilities
2.	Inattention, lacking concentration & low academic motivation	Weak academic fundamentals & inappropriate study techniques	Anger and aggression
3.	Bullying	Teasing & bullying	Behavioural problems in classroom
4.	Problems related to time management	Learning disorders	Attention Deficit Hyperactivity Disorder
5.	Improper learning style and study habits	Adjusting to academic curriculum with intellectual & developmental disabilities	Pervasive Developmental Disorder (Autism)
6.	Coping with peer pressure	Negative peer pressure	Excessive absenteeism
7.	Coping with negative emotions	Behavioural anomalies	Inappropriate parenting
8.	Romantic relationship issues	Early sexual behaviour	
9.	Adjustment problems/ conflict with parents	Unhealthy habits	

[Note: Individual counselling reports mentioning the presenting complaints, observation & the intervention strategies are available with the counsellor]

Table 2: represents total number of students referred to the counsellor from pre primary, primary, middle and senior wing during the academic session 2016-17

	Preprimary wing	Primary Wing	Middle wing	Senior Wing	Month
Cases Referred	No referral	No referral	No Referral	2	March 16
	No referral	1	2	5	April 16
	No referral	No referral	No referral	2	June 16
	1	2	6	16	July 16
	2	4	11	9	August 16
	No referral	No referral	No referral	No referral	September 16
	No referral	2	7	4	October 16
	No referral	3	3	3	November 16
	No referral	1	9	No referral	December 16
	No referral	1	11	4	January 17
	No referral	No referral	8	6	February 17
	No referral	7	1	5	March

II. For teachers and other staff members

During this academic session, many teaching and non teaching staff approached the counsellor seeking assistance in solving their problems and improving their performance at work. Counselling service was also extended to such staff members (teachers, administrative staff and support staff) by providing need based practical solutions to deal with work related stress and facilitate skill development aimed at maximization of their productivity at work place.

B. Career counselling

Throughout the academic session, students from senior classes (standard X - XII) frequently approached the counsellor 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 making appropriate academic and career choices through individualized counselling.

In addition to that, students were informed about top institutes and universities, courses offered in Sciences, Commerce & Humanities, their admission criteria, scholarships and national level entrance examinations throughout the academic session at regular intervals. The information was displayed on the notice boards and students were made aware of it through class teachers

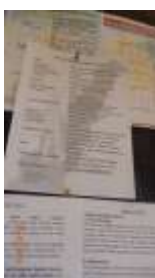


Table 3: represents the list of information displayed on the notice board to help students in career planning

Notice Board Displays on Careers during Academic Session 2015-16	
Month	Displays
April	Information on national /state level entrance examinations in varied disciplines Information on scholarships
June	Courses & career options in sciences Courses & career options in commerce
July	Information on Top Institutes and Universities in India and their official websites
August	Career on legal studies in India
September	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

C. Support & guidance to children with special needs

During this academic session, out of forty five students identified as having special learning needs, fifteen students belong to preprimary wing, fourteen belong to primary wing, eight belong to middle wing and seven belong to senior wing. For **identification of special learning needs, initial screening was done on the basis of observation reports provided by teachers, evaluation of class work, homework, assessment note books & counselling reports. Only at the receipt of medical/psychometric assessment 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 counselling 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	15	14	8	8	45

D. Group Counselling Sessions

Several group/mass counselling sessions were conducted for the students as well as parents (in classes Nursery – XII). In addition to that, special counselling sessions were also conducted for the female students studying in fiddle & senior school to train them for taking care of personal safety, communicating appropriately with opposite sex members etc. Several other need based group counselling sessions were conducted by the school authorities other than counsellor.



The table 5 presented below provides comprehensive report of the mass/group counselling sessions conducted during the academic session 2016-17.

GROUP/MASS COUNSELLING SESSIONS FOR STUDENTS						
	Sl.	Topic of the Sessions	Conducted by	Target Group	Dates	No. of attendees
Senior Wing	1.	Developing a safe, secure & healthy environment at school	Mr. R. K. Trivedi (Principal)	Classes IX & X	28.3.16	697
	2.	CBSE guidelines to handle cases of bullying	Captain Shweta Singh (Sr. Mistress)	Classes IX & X	28.3.16	
	3.	Let's give up bullying	Mrs. Sujata Banerjee (Counsellor)	Classes IX & X	28.3.16	
	4.	Time Management	Mrs. Sujata Banerjee (Counsellor)	Class XI	11.4.16	353
	5.	Women Empowerment	Mrs. Sujata Banerjee (Counsellor)	Classes IX & X	28.4.16	248
	6.	Features of CCE	Captain Shweta Singh (Sr. Mistress)	Class IX (students / parents)	29.6.16	385
	7.	Academic Development	Mr. R. K. Trivedi (Principal)	Class IX (students / parents)	29.6.16	
	8.	Skills & qualities to excel in academics	Mrs. Sujata Banerjee (Counsellor)	Class IX (students / parents)	29.6.16	
	9.	Responsibilities in student leadership	Mr. R. K. Trivedi (Principal)	Classes IX – XII	02.7.16	1398
	10.	Challenges & concerns during late teenage	Mrs. Sujata Banerjee (Counsellor)	Class X (students / parents)	27.7.16	317
	11.	Features of CCE	Captain Shweta Singh (Sr. Mistress)	Class X (students / parents)	27.7.16	
	12.	Academic development & career planning	Mr. R. K. Trivedi (Principal)	Class X (students / parents)	27.7.16	
	13.	Role & responsibilities of prefects /captains	Mrs. Sujata Banerjee (Counsellor)	Prefects /Captains (classes VI- XII)	30.7.16	252
	14.	Essential qualities & practical experiences in leadership	Mr. R. K. Trivedi (Principal)	Prefects /Captains (classes VI- XII)	30.7.16	
	15.	Steps to stimulate academic motivation	Mr. R. K. Trivedi (Principal)	Class XII	1.8.16	348
	16.	Career Planning	Mrs. Sujata Banerjee (Counsellor)	Class XI	24.8.16	360

GROUP/MASS COUNSELLING SESSIONS FOR STUDENTS						
	Sl.	Topic of the Sessions	Conducted by	Target Group	Dates	No. of attendees
Senior Wing	17.	Assessment Framework	Mrs. Leena Chacko (Head Mistress)	Class XI	24.8.16	
	18.	Academic & overall development	Mr. R. K. Trivedi (Principal)	Class XI	24.8.16	
	19.	Academic development	Mr. R. K. Trivedi (Principal)	Class XII	31.8.16	323
	20.	Improvement in behaviour & discipline	Mr. R. K. Trivedi (Principal)	Classes IX - XII	26.8.16	1450
	21.	Awareness Program (Sexual Harassment)	Mrs. Sujata Banerjee (Counsellor)	Classes IX & X	12.11.16	716
	22.	Awareness Program (Sexual Harassment)	Mrs. Sujata Banerjee (Counsellor)	Class XII	21.11.16	340
	23.	Academic skill development	Mr. R. K. Trivedi (Principal)	Classes IX & X	31.1.17	722
Middle Wing	1.	Child rights & prevention of child labour	Mrs. Sujata Banerjee (Counsellor)	Classes VI-VIII	23.6.17	1448
	2.	Useful tips for exam preparation & social media addiction	Mrs. Sujata Banerjee (Counsellor)	Classes VI - VIII	30.8.16	1468
	3.	Habits & qualities to succeed in academics	Mr. R. K. Trivedi (Principal)	Classes VI - VIII	30.8.16	
	4.	Improvement in behaviour & discipline	Mr. R. K. Trivedi (Principal)	Classes VI - VIII	24.9.16	1457
	5.	Personal body safety	Mrs. Sujata Banerjee (Counsellor)	Classes VI - VIII	12.11.16	1443
Primary Wing	1.	Being a good listener	Mrs. Sujata Banerjee (Counsellor)	Classes II & III	21.4.16	805
	2.	Behavioural skill development	Mrs. Sujata Banerjee (Counsellor)	Classes IV & V	24.4.16	772
	3.	Role & responsibilities of prefects /captains	Mrs. Sujata Banerjee (Counsellor)	Prefects (Class V)	30.7.16	20
	4.	Safety Rules	Mrs. Sujata Banerjee (Counsellor)	Classes II & III	19.8.16	798
	5.	Useful tips for exam preparation	Mrs. Sujata Banerjee (Counsellor)	Classes IV & V	26.8.16	765
	6.	Personal Body safety	Mrs. Sujata Banerjee (Counsellor)	Classes II - III	23.9.16	798
	8.	Value development	Mrs. Sujata Banerjee (Counsellor)	Classes IV & V	3.12.16	772
	9.	Our school – a bully free zone	Mrs. Sujata Banerjee (Counsellor)	Classes IV & V	31.12.16	770

GROUP/MASS COUNSELLING SESSIONS FOR STUDENTS

	S.I No	Topic of the Sessions	Conducted by	Target Group	Dates	No. of attendees
Preprimary Wing	1.	Emotional needs of a child	Mrs. Sujata Banerjee (Counsellor)	Classes Nur - I (Parents)	19.3.16	851
	2.	Honesty	Mrs. Leena Chacko	Classes KG & I	30.6.16	749
	3.	Good behaviour	Mr. Sanjay Debnath	Classes KG & I	30.6.16	
	4.	Good gestures	Captain Shweta Singh	Classes KG & I	30.6.16	

E. Health Counselling Sessions

Several health counselling sessions were conducted throughout the academic session by the school doctor, counselor & teachers 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 counseling sessions conducted by school doctor during the academic session 2016-17

HEALTH COUNSELLING SESSIONS FOR STUDENTS						
	Sl.	Topic of the Sessions	Conducted by	Target Group	Dates	No. of attendees
Senior Wing	1.	Healthy lifestyle to prevent diabetes	Dr. Monika Tripathi (School Doctor)	Classes IX & X	7.4.16	690
	2.	Stress management to prevent early onset of diabetes	Mrs.Sujata Banerjee (Counsellor)	Classes IX & X	7.4.16	
	3.	Menstrual hygiene & its importance	Dr. Monika Tripathi (School Doctor)	Classes IX & X	28.4.16	240
	4.	World Heart Day	Dr. Monika Tripathi (School Doctor)	Classes IX - XI	29.9.16	1083
	5.	Healthy lifestyle to prevent heart diseases	Dr. Mrinal Roy Chaudhury	Classes IX - XI	29.9.16	
Primary Wing	1.	Cleanliness & Personal Hygiene	Mrs. Sujata Banerjee (Counsellor)	Classes II - III	19.10.16	770
	3.	World Heart Day	Dr. Monika Tripathi (School Doctor)	Classes II & III	29.9.16	778
	4.	Importance of yoga	Mr. Sudipto Mukherjee (Yoga instructor)	Classes II & III	29.9.16	
	5.	Worm infestation	Dr. Monika Tripathi (School Doctor)	Classes IV & V	31.12.17	685
Preprimary Wing	1.	Germ attack	Class Teachers	Classes KG & I	2.9.17	766

F .School based other counselling programs

During this academic session quite a number of counselling sessions were conducted by external resource persons, well recognized due to their excellence in different disciplines. Such sessions were conducted primarily for the students to motivate them towards personal, academic & career development.





Table 7 represents the list of the special counselling sessions conducted by guest speakers during the academic session 2016-17

SPECIAL COUNSELLING SESSIONS FOR STUDENTS						
	Sl.	Topic of the Sessions	Conducted by	Target Group	Dates	No. of attendees
Senior Wing	1.	Preparation for competitive exams	Mr. Narayan Kumar	Classes XI	11.4.16	355
	2.	Career in Design Studies	Resource persons from Pearl Academy	Classes IX –XI	21.4.16	1084
	3.	Substance abuse & addiction	Mr. Rishi Kapoor (OPJHRC)	Classes XI & XII	26.6.16	720
	4.	Career in Merchant Navy	Mr. Ketan Chakranarayan	Class XII	23.7.16	325
	5.	Self awareness & skill development	Ms. Vidushi Sharma	Classes IX –XI	24.8.16	1089
	6.	Healthy lifestyle to prevent heart diseases	Dr. M.R. Chaudhury (Doctor at OPJHRC)	Classes IX - XI	29.9.16	1076
	7.	Guidance for career planning	Dr. Varsha Varwandkar Dr. Ajit Varwandkar	Classes IX - XI	24.1.17	1088
Pre-primary Wing	1.	Safety rules	Police officials	Nursery	30.6.16	273
	2.	Skill development	Resource persons (external)	Classes Nur - I	2. 12.16	1008

G. Sessions for the staff

i. Teachers

Interactive sessions were conducted 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
- To train them in handling sensitive personal /social issues

ii. 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 addiction etc. 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 /Counselling Sessions conducted to facilitate teachers & support staff

COUNSELLING SESSIONS FOR THE STAFF					
Sl.	Topic of the Sessions	Conducted by	Target Group	No. of Attendees	Date
1.	Identification of children with special learning needs	Mrs. Sujata Banerjee (Counselor)	Teachers in preprimary & primary wing	48	13.6.16
2.	Training program to handle sexual harassment at work place	Mrs. Meena Lokhande (Representative, Aware Citizen Foundation, Mumbai)	Selected teachers from pre primary , primary , middle & senior wing	111	13.8.16
3.	Overcoming substance addiction	Dr. Monika Tripathi (School Doctor)	Support Staff	60	7.3.2017

H .Life skill development program

The counsellor also worked on imparting Life Skill Education especially in classes IX & X during this academic session. Working as a life skill educator, she had conducted activity based classes to focus upon developing the core life skills like self awareness, empathy, critical thinking, problem solving, coping with emotions, stress management etc. Annual curriculum plan and monthly lesson plans were developed in this regard to fulfill the above mention purpose in the most accurate manner.



I. Individualized health counselling

During academic year 2016-17 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.

J. 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. A special counselling program focused upon developing healthy habits and good behaviour was conducted by the counsellor for the children of a nearby orphanage (Neelanchal).



K. 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 etc



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