

31st March 2018**Annual Report on Counselling & Guidance Programmes
(Academic Session 2017-18)**

We as an educational institution strongly believe in the concept of effective partnership of academic growth to physical/mental health, self discipline as well as skill development. Therefore, we have harmonized those sectors in order to facilitate all-round development of students by integrating one to one counselling & mass guidance programmers in school curriculum. The counselling services provided at school primarily serve to promote the learning process as well as encourage students to achieve success in school as well as develop themselves into responsible members contributing to societal development. During the academic session 2017-18, counselling services provided by the school were focussed upon the following aspects

- Efficient utilization of available resources
- Striving towards self development
- Academic & behavioural skill development
- Parental education

I. One to one counselling**A. Students & Parents**

Counselling services have been provided to students as well as parents on a one to one basis in order to address their challenges in academic, behavioral, cognitive, affective and delayed developmental aspects. Students referred by class teachers /coordinators were individually counselled with adequate follow up sessions depending upon the nature of problems. Parental counseling and family therapy have 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 in different Wings in session 2017-18.

Nature of problems observed as per the cases referred to the counsellor			
Sl No.	Senior Wing	Middle Wing	Primary & Pre-primary Wing
1.	Confusion in career planning	Negative peer pressure	Behavioural problems in classroom
2.	Lack of concentration & low academic motivation	Difficulties in adjusting to changes associated with adolescence	Attention Deficit Hyperactivity Disorder
3.	Problems related to time management	Behavioural anomalies	Early sexual behaviour
4.	Improper study habits	Intellectual & learning disability	Emotional problems due to inappropriate parenting
5.	Anxiety & depression	Teasing & bullying	
6.	Relationship issues	Absenteeism	

B. Teaching & other staff members

During this academic session, few teaching and non teaching staff approached the counsellor seeking assistance in solving their problems and improving their performance at work. Counselling services was also extended to such staff members (teachers, administrative staff and support staff) as & when required.

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Table 2: represents total number of students and/or parents referred to the counsellor from pre primary, primary, middle and senior wing during the academic session 2017-18

Cases Referred	Preprimary wing	Primary Wing	Middle wing	Senior Wing	Month
	No referral	No referral	07	06	March
	No referral	01	02	06	April
	No referral	No referral	01	03	June
	01	02	06	11	July
	No referral	No referral	06	06	August
	03	01	04	01	September
	No referral	02	05	07	October
	02	06	09	05	November
	02	No referral	04	05	December
	No referral	No referral	05	04	January
	No referral	06	07	01	March

II. Group /Mass Counseling & Guidance Programmes

During the academic session 2017-18, several mass/ group counselling & guidance programmes were organized in school for the students to encourage academic development & improve behavioural skills. In addition to that, special counselling sessions were also conducted for the female students (in middle & senior school) in the presence of their mothers focussing upon safety/ security, physical & behavioural changes & related concerns during the period of adolescence. Besides that, class based group counselling sessions were also organized before the examinations to guide students in adopting a systematic approach to prepare for their examination. Mass guidance programmes were also conducted by the school authorities other than counsellor.



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The table 3 presented below provides comprehensive report of the mass/group counselling sessions conducted during the academic session 2017-18

GROUP/MASS COUNSELLING SESSIONS FOR STUDENTS						
Wing	Sl. No	Topic	Conducted by	Target Group	Date	No. of attendees
Pre-Primary	01.	Parental Involvement	Mr.R.K. Trivedi (Principal)	Nursery –I Parents	25.3.17	612
	02.	Academic Framework	Dr.Shilpa Dixit (coordinator)	Nursery –I Parents	25.3.17	
	03.	Role of parents during early school years	Mrs.Sujata Bnaerjee (counsellor)	Nursery –I Parents	25.3.17	
	04.	Safety Rules	Class Teachers	Nursery –I Students	31 .08.17	950
	04.	Identifying & Reacting to Safe & Unsafe Touch	Class Teachers	Nursery –I Students	01.09.17 – 10.09.17	978
Primary	01.	Parental Involvement	Mr.RK Trivedi (Principal)	Classes II-V Parents	26.03.17	730
	02.	Academic Framework & Assessment Structure	Mrs.Sunita Kapoor (coordinator)	Classes II-V Parents	26.03.17	
	03.	Guidelines on Parenting during Primary Education	Mrs.Sujata Banerjee (counsellor)	Classes II-V Parents	26.03.17	
	04.	Safety Rules	Mrs.Sujata Banerjee (counsellor)	Classes II & III	18.08.17	835
	05.	Guidelines on Exam Preparation	Mrs.Sujata Banerjee (counsellor)	Classes IV & V	26.08.17	778
	06.	Lessons on Personal Body Safety	Class Teachers	Classes II-IV	25.09.17-27.09.17	1198
	07.	Lessons on Personal Body Safety	Mrs.Sujata Banerjee (counsellor)	Class V	04.10.17-06.10.17	365
	08.	Language Development	Mrs.Sujata Banerjee (counsellor)	Classes II-IV	12.10.17	1165
	09.	Achieving Academic Success	Mrs.Sujata Banerjee (counsellor)	Classes IV & V	13.01.18 -17.01.18	789
	10.	School's expectations about the behaviour/attitude of students	Mrs.Sujata Banerjee (counsellor)	Classes II-IV	30.01.18	1173
	01.	Role of Parents & Teachers in Academic Development	Mr.R.K. Trivedi (Principal)	Class VI (Students & Parents)	30.03.17	650

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GROUP/MASS COUNSELLING SESSIONS FOR STUDENTS						
Middle	02.	Academic Framework & Assessment Structure	Capt.Shweta Singh(Sr.Mistress)	Class VI (Students & Parents)	30.03.17	
	03.	Parental Involvement During Early Teenage	Mrs.Sujata Banerjee (counsellor)	Class VI (Students & Parents)	30.03.17	
	04.	Responsible Parenting	Mr.RK Trivedi (Principal)	Class VII (Students & Parents)	08.04.17	619
	05.	Academic Framework & Assessment Structure	Captain Shweta Singh (Sr.Mistress)	Class VII (Students & Parents)	08.04.17	
	06.	Habit Formation	Mrs.Sujata Banerjee (counsellor)	Class VII (Students & Parents)	08.04.17	
	07.	Parenting & Academic Development	Mr.RK Trivedi (Principal)	Class VII (Students & Parents)	12.04.17	
	08.	Academic & Creative Skill Development	Mr.RK Trivedi (Principal)	Classes VI-VIII	01.09.17	1135
	09.	Academic Framework & Assessment Structure	Captain Shweta Singh (Sr.Mistress)	Class VII (Students & Parents)	03.04.17	619
	10.	Habit Formation	Mrs.Sujata Banerjee (counsellor)	Class VII (Students & Parents)	03.04.17	
	11.	Behaviour & Language Development	Mr.RK Trivedi (Principal)	Classes VIII-X	19.06.17	1168
	12.	Academic Development & Code of Conduct	Mr.RK Trivedi (Principal)	Classes VIII	06.07.17	383
	13.	Safety Measures Adopted by the School	Mrs. Madu Singh & Mrs.Nupur Rajput (Jr.Redcross Society)	Classes VI-VIII (Girl Students & Mothers)	14.10.17	946
	14.	Parenting Tips for Mothers	Mrs.Sujata Banerjee (counsellor)	Classes VI-VIII (Girl Students & Mothers)	14.10.17	
	15.	Appropriate Behaviour & Code of Conduct	Mr.RK Trivedi (Principal)	Classes VI-VIII	24.01.17	1143
Senior	01.	Self Discipline & Behaviour	Mr.RK Trivedi (Principal)	Classes XI & XII	20.06.17	685
	02.	Career Exploration	Mr.RK Trivedi (Principal)	Class X (Students & Parents)	28.06.17	
	03.	Academic Framework & Assessment Structure	Captain Shweta Singh (Sr.Mistress)	Class X (Students & Parents)	28.06.17	

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	04.	Goal Setting	Mrs.Sujata Banerjee (counsellor)	Class X (Students & Parents)	28.06.17	
	05.	Guidelines to prepare for Board Examinations	Mr.RK Trivedi (Principal)	Classes X -XII	05.07.17	1085
	06.	Leadership Responsibilities	Mr.RK Trivedi (Principal)	Classes X -XII	12.07.17	1078
	07.	Positive Attitude & Skill Development	Mr.RK Trivedi (Principal)	Classes IX -XI	25.07.17	1095
	08.	Academic & Career Development	Mr.RK Trivedi (Principal)	Classes IX & X	25.09.17	756
	09.	Rights, Duties & Self Discipline	Mr.RK Trivedi (Principal)	Classes IX -XI	09.10.17	1087
	10.	Safety Measures Adopted by the School	Mrs. Madu Singh & Mrs.Nupur Rajput (Jr.Redcross Society)	Classes IX-X (Girl Students & Mothers)	14.10.17	406
	11.	Parenting Tips for Mothers	Mrs.Sujata Banerjee (counsellor)	Classes IX-XI (Girl Students & Mothers)	14.10.17	
	12.	Career Opportunities for Women in Defense	Captain Shweta Singh (Sr.Mistress)	Classes IX-XI (Girl Students & Mothers)	14.10.17	
	13.	Efficient Utilization of Available Resources	Mr.RK Trivedi (Principal)	Class IX (Students & Parents)	30.11.17	
	14.	Academic Framework & Assessment Structure	Captain Shweta Singh (Sr.Mistress)	Class IX (Students & Parents)	30.11.17	
	15.	Goal Setting	Mrs.Sujata Banerjee (counsellor)	Class IX (Students & Parents)	30.11.17	

III. 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 to guide them in effective career planning through one to one counselling . Besides that, guest counsellors from the external agencies were also invited to conduct career guidance workshop to inform students about the importance of taking career guidance assessments during career planning. In addition to that, students were also informed by the counsellor about the courses offered & career options in Sciences, Commerce & Humanities, their eligibility criteria, top institutes and universities ,scholarships and national level entrance examinations. Information in this regard were either displayed on the notice boards or uploaded on the school website.

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Table 4: represents the list of information displayed /shared through Official Website/Class Teachers to help students in career planning during Academic Session 2017-18.

Month	Information displayed /shared through Official Website or Class Teachers
April	<ul style="list-style-type: none"> Information on IIT Advanced Information on admission notices for different institutes & universities Information on BBA /MBA in Event Management
June	<ul style="list-style-type: none"> All India Meritorious Scholarship Test National Scholarship Examination Student & Talent Reward Test Nationwide Educational Scholarship Test Kishore Vaigyanik Protsahan Yojana
July	<ul style="list-style-type: none"> HDFC Educational Crisis Scholarship Support Programme Kishore Vaigyanik Protsahan Yojna 2017 International Olympiad Of Science 2017 All India Maths Science Talent Examination 2017-18
August	<ul style="list-style-type: none"> Scheme for Promoting Young Talents in Science (SPYTS 1) Google India Code To Learn Contest Petroleum Conservation Research Association (PCRA) Competitions National Geography Olympiads
September	<ul style="list-style-type: none"> National Astronomy & Science Olympiad Rashtriya Sanskrit Sansthan Scholarship Painting Competition on Energy conservation Youwecan Scholarship for cancer Survivors
October	<ul style="list-style-type: none"> Pre-Matric Scholarships for students with disabilities Math Talent Search Examination (MTSE 2018) Begum Hazrat Mahal National Scholarship 2017
November	<ul style="list-style-type: none"> CBSE Heritage Quiz 2017 NID Entrance Examination VITEEE 2018 NDA Entrance Examination
Month	Information displayed /shared through Official Website or Class Teachers
November	<ul style="list-style-type: none"> JEE Mains :Notification regarding the procedure of application & important dates The Next Genius Scholarship Programme CBSE Merit Scholarship Scheme for Single Girl Child
December	<ul style="list-style-type: none"> ICAI Commerce Wizard NIFT Entrance Examination CYDR Foundation All India Essay Competition 2018

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January	<ul style="list-style-type: none">• All India Scholarship Entrance Examinations (AISEE 2018)• Cultural Talent Search Scholarship Scheme (CTSSS 2018)• National Entrance Screening Test (NEST 2018)• International Short Story Contest 2018
February	<ul style="list-style-type: none">• Dr A.P.J Abdul Kalam IGNITE Awards 2018• Tata Building India Online Essay Competition 2018• Odisha Joint Entrance Examination (OJEE 2018)• National Aptitude Test in Architecture (NATA 2018)• All India Pre Medical Scholarship Test (AIPMST 2018)
March	<ul style="list-style-type: none">• Entrance examination of Indian Statistical Institute(ISI)• CG pre engineering and pre pharmacy entrance tests.

IV. Health Counselling for Students & Staff

During the academic year 2017-18, health counselling sessions were conducted by the school doctor, counsellor for Pre –Primary, Primary & Middle school students in order to address a broad spectrum of health related issues including healthy food, exercise, nutritional assessment and guidance, lifestyle advice etc. Through these sessions, our students were encouraged to adopt healthy habits and good health practices at an early age to prevent health problems.

Separate health counselling sessions were conducted for the teachers teaching in Middle & Senior Wing on 11th September 2017. The purpose of those sessions were to generate awareness about the symptoms & management of health problems which have been commonly observed during the health check-up conducted for teaching staff in the month of June 2017.



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Table 5: presented below provides comprehensive report of the health education/ counselling sessions conducted by the school doctor & counsellor during the Academic Session 2017-18

HEALTH EDUCATION SESSIONS FOR STUDENTS & STAFF						No. of attendees
Wing	Sl. No.	Topic of the Session	Conducted by	Target Group	Date	
Senior	01.	Basics of Menstrual Hygiene	School Doctor	Classes IX- X girls & mothers	14.10.2017	406
	02.	Natural Remedies for Common Health Problems	School Doctor	Teachers teaching classes IX-XII	11.09.2017	-
Middle	01.	Cleanliness, Personal Hygiene & Good Health Practices	Principal School Doctor	Classes VI-VIII	07.04.2017	1183
	02.	Menstrual Hygiene	Counsellor	Classes VII & VIII girls	12.07.2017	149
	03.	Adolescent Health	Class Teachers	Classes VII & VIII girls	12.07.2017	
	04.	Natural Remedies for Common Health Problems	School Doctor	Teachers teaching classes VI-VIII	11.09.2017	50
Primary	01.	Healthy practices for summer season	Counsellor	Classes II & III	22.04.2017	798
	02.	Healthy practices for Rainy season	Counsellor	Classes IV & V	17.06.2017	738
	03.	Cleanliness & Personal Hygiene	Counsellor	Classes II & III	12.10.2017	783
	04.	Habits to keep ourselves disease-free during Winter Season	Counsellor	Classes II & III	16.01.2017	759
	05.	Preventing Germ Attack	School Doctor	Classes II & III	30.01.2017	776
Pre-Primary	01.	Healthy practices for Rainy season	Class Teachers	Classes Nursery & KG	29.06.2017	578
	02.	Healthy practices for Rainy season	Counsellor	Class I	30.06.2017	383
	03.	Habits to keep ourselves disease-free during Winter Season	Counsellor	Classes Nursery, KG & Class I (Class-based sessions)	04.12.2017 to 19.12.2017	995

V. School based other counselling programs

During this academic session, few counselling & guidance programmes were conducted by external resource persons, well recognized due to their excellence in different disciplines. Such

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sessions were conducted particularly for the students in senior wing in order to motivate them towards personal, academic, career & character development.



Table 6: represents the list of the special counselling & guidance programmes conducted by external resource persons during the academic session 2017-18

COUNSELLING & GUIDANCE PROGRAMMES CONDUCTED BY EXTERNAL RESOURCE PERSONS					
Sl. No.	Topic of the Sessions	Conducted by	Target Group	Date	No. of attendees
01.	Developing Leadership Skills	Mrs. Shammi Abidi, (Collector, Raigarh)	Classes X-XII	12.07.17	1089
02.	Career Planning : Meaning & Importance	Dr. Varsha Varwandkar (Educational Psychologist)	Classes IX & X	25.11.17	743
03.	Role of Standardized Career Guidance Assessments in Career Planning	Dr. Ajit Varwandkar (Career Counsellor & Corporate Trainer)	Classes IX & X	25.11.17	

VI. Individualized health counselling

During academic year 2017-18, students and teachers visited the infirmary with recurrent health complaints such as head-ache, stomach pain, swelling, minor and major accidental injuries, dizziness and fainting etc . Individualized health counselling sessions were conducted by our school doctor and nurses to inform those students about healthy practices appropriate for them. Records of one to one health counselling sessions are available with the infirmary staff.

VII. Support & guidance to children with special need

For identification of differently abled children, initial screening is done by the counsellor 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 by parents, students have been enlisted into this category.

The list of children with special needs is updated every year .During this academic session, there are thirty seven students who have been categorized to be differently abled as per the records maintained by the counsellor. In comparison to previous year's report, the figures have reduced due to the following reasons:

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- Few students have passed out class XII Board Examinations
- Few students have shifted to open schooling as they were not being able to cope up with the academic demands at their grade even after being supported by the school.
- Non availability of authentic psychometric assessment reports of few students in spite of repeated parental counselling

Table 7 represents number of differently abled students during the Academic Session 2017-18

DIFFERENTLY ABLED STUDENTS					
Number of Differently Abled Students	Pre-Primary Wing	Primary Wing	Middle Wing	Senior Wing	TOTAL
	05	23	03	06	37

VIII. Outreach Counselling Programme

During this academic session, the school doctor & counsellor along with other teachers, students (in classes IX-XI) visited three villages (Kerajhar, Dongadhakel & Muraripali) in the vicinity of our school on 22nd July 2017. There, they conducted a health counselling program in order to generate awareness among the villagers about prevention of diarrhoea, which have been found to be one of the leading causes of death affecting children in poor condition particularly during the summer & monsoon



IX. Career Counselling in Annual Exhibition

In the annual exhibition organized on 15th December 2017, 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 & Technology, Commerce, Humanities), Vocational Courses available after Senior Secondary Level. It further included information on National Institutes for specialization in Medical/Paramedical, Engineering, Science, Commerce & Humanities stream and their admission criteria, National Level Examinations for admission to different courses.

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