



GURUGRAM GLOBAL COLLEGE OF PHARMACY GURUGRAM

Approved by AICTE, Govt. Of India & Pharmacy Council of India
Affiliated to Pt. B.D Sharma University of Health Science Rohtak
Affiliated to Haryana Board of Technical Education

Criteria 7.2.1

Institutional Value and Best Practices- II

Empowering Students through Effective Counseling

INDEX

Supporting Document of 7.2.1

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The Practice of Student Counseling

At our institution, student counselling is systematically organized twice or thrice per semester to ensure regular support for students. Each faculty member is responsible for counseling a designated group of 20 students, allowing for personalized and focused attention. To keep track of each student's progress and issues, a separate counseling booklet is maintained for every individual.

The counseling process follows a structured procedure:

- **Circular Issuance:** The counseling sessions are scheduled and announced through a formal circular issued by the principal. This circular specifies the date and time for the counseling sessions, ensuring that all students are aware of their appointment and can prepare accordingly.



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Ref. No. GGCP/2017/office/SC/ 1

Date: 11th October 2017

NOTICE

Gurugram Global College of Pharmacy is conducting student counselling sessions for B. Pharmacy first year students that aimed at providing guidance and support for our students' academic and personal development. Each session will be led by a faculty member and will accommodate a group of 20 students as per below schedule:

Date: 13th October 2017

S. No.	Roll No. of Students	Time	Venue	Counsellor Name
1.	17P1001-20	1:00PM – 4:30PM	Room No-309	Ms. Mani Taneja
2.	17P1021-35	1:00PM – 4:30PM	Room No-310	Ms. Anuradha

It is compulsory to all students to attend these counselling sessions.

Dr. Indira Raheja
Principal, GGCP

Copy to:

1. Chairman office, for kind information; please.
2. The Director, Admissions & outreach
3. Admin office/ Office of the Registrar
4. Accounts Office
5. All HOD's for necessary action (Circulation among all Faculty & staff members)
6. Library In charge
7. Office file
8. Institute Web-site/ ERP



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Ref. No. GGCP/2019/office/SC/10

Date: 18th October 2019

NOTICE

Gurugram Global College of Pharmacy is conducting student counselling sessions for B. Pharmacy first year students that aimed at providing guidance and support for our students' academic and personal development. Each session will be led by a faculty member and will accommodate a group of 20 students as per below schedule:

Date: 21st October 2019

S. No.	Roll No. of Students	Time	Venue	Counsellor Name
3.	19P1001-20	9:30AM – 12:30PM	Room No-305	Ms. Anuradha
4.	19P1021-40	9:30AM – 12:30PM	Room No-307	Ms. Mani Taneja
5.	19P1041-60	9:30AM – 12:30PM	Room No-308	Ms. Himani
6.	19P1061-71	9:30AM – 12:30PM	Room No-310	Ms. Ruchi

It is compulsory to all students to attend these counselling sessions.

Dr. Indira Raheja
Principal, GGCP

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Ref. No. GGCP/2021/office/SC/16

Date: 14th October 2021

NOTICE

Gurugram Global College of Pharmacy is conducting online student counselling sessions for B. Pharmacy first year students that aimed at providing guidance and support for our students' academic and personal development. Each session will be led by a faculty member and will accommodate a group of 20 students as per below schedule:

Date: 18th October 2021

S. No.	Roll No. of Students	Time	Counsellor Name
1.	21P1001-20	9:30AM – 12:30PM	Ms. Kirti Kumari
2.	21P1021-40	9:30AM – 12:30PM	Dr. Neelima
3.	21P1041-60	9:30AM – 12:30PM	Ms. Krati Shukla
4.	21P1061-80	9:30AM – 12:30PM	Ms. Renu
5.	21P1081-100	9:30AM – 12:30PM	Mr. Vinod Gahlot
6.	21P1101-115	9:30AM – 12:30PM	Dr. Richa Bajaj

It is compulsory to all students to attend these counselling sessions.

Dr. Indira Raheja
Principal, GGCP

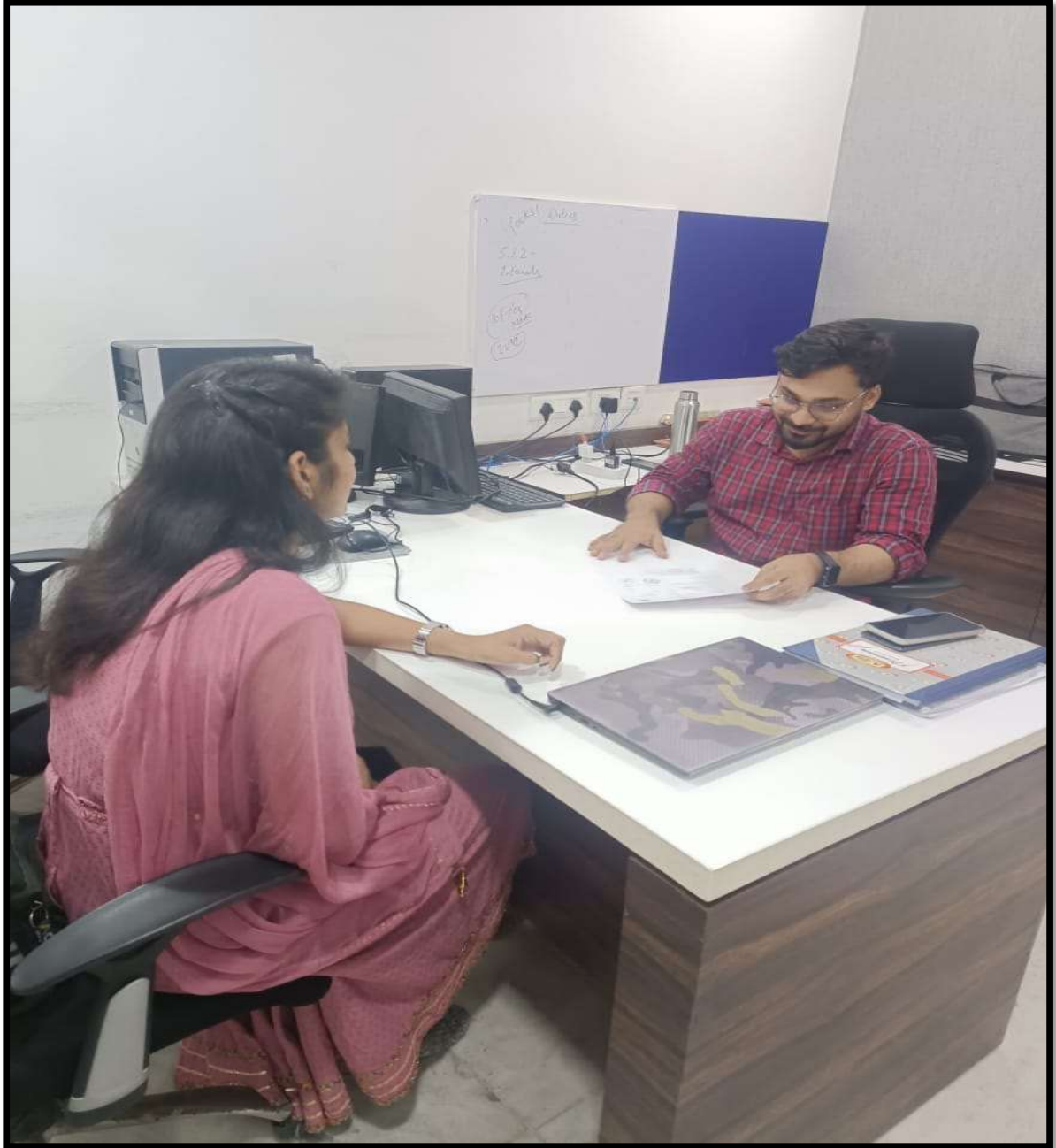
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- **Meeting with Counselor:** On the appointed date, students assigned to a particular counselor will meet with their counselor during the scheduled time. This meeting is crucial for addressing the students' academic, personal, and career-related concerns.




- **One-on-One Counseling:** During the session, the counselor provides individual attention to each student, discussing specific points relevant to their situation. This personalized approach helps in understanding the unique challenges each student faces and in providing tailored advice and solutions.





- **Documentation and Reporting:** As the counseling progresses, the counselor notes down the issues and problems encountered by the students. This documentation is crucial for tracking trends, identifying common concerns, and addressing them effectively. After each counseling session, the counselor reports the findings to the Head of Department (HOD) or Principal, ensuring that significant issues are communicated and can be acted upon as necessary.

Student Counselling Record



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Student – Counselling Record

Name of the Student.....SHWETA KUMARI.....

Father's Name.....MR. UMESH TIWARI.....

Mother's Name.....MRS. BABITA DEVI.....


Date of Birth..... Age..... Category.....

Address.....H.NO.-920, SEC-12/A, POCKET-C, GURUGRAM

Contact No. Fathers.....9958316671 Mothers.....9.81.84.207.96

Student.....8.44 831 5396

Email ID.....tiwarishweta.sweety.11@gmail.com.....



Analysis of the Student

Strengths	Good speaking skills, Confidence level is high.
Weakness	Time management, Anxiety, Less listening.
Opportunities	She wants to excel in field of Pharmacy.
Challenges	Less focus in studies

Student Counseling Record

Date	Time	Problems	Solution	Remarks	Signature
9/03/22	11:00 AM	Difficulty in understanding the course material	Inform the concerned teachers for extra attention to her in class.		Richa
16/3/22	10:30 AM	Feeling anxiety in preparing for exams & tests	Reduced the syllabus content by providing her some important topic in exam pt. of view.		Richa
20/4/22	11:20 AM	Time management is poor.	Helped her in prepare a time table for home study.		Richa
18/10/22	11:30 AM	Lack of attendance in class due to financial issues.	Inform parents and provide online classes.		Richa
22/11/22	10:40 AM	Facing issue in participating in extra curricular activities with study.	Help her in balancing these two - Study & Extra Curricular.		Richa

Counselor Name - Dr. Richa



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Student – Counselling Record

Name of the Student..... *Ravi Yadav*.....

Father's Name..... *Mr. Mihal Singh*.....

Mother's Name..... *Mrs. Savita*.....



Date of Birth..... Age..... Category.....

Address..... *Main Kaira Road, Krishna Vihar, West, Near Arya Nivas Busstand
Mayapuri - 110043*

Contact No. Fathers..... *9718697670*..... Mothers.....

Student..... *9871375268*

Email ID..... *ravidobax176@gmail.com*.....

Analysis of the Student

Strengths	<i>He is enthusiastic about acquiring new knowledge and skills.</i>
Weakness	<i>Lack of confidence</i>
Opportunities	<i>Want to do research in pharmacy field.</i>
Challenges	<i>Less time for self study</i>

Student Counseling Record

Date	Time	Problems	Solution	Remarks	Signature
10/2/22	9.30AM	Facing difficulty in balancing academics & personal life.	Talked to parents and also suggest the student some tips.		<u>Renu</u>
17/3/22	9.50AM	Disturbed due to parents fight on daily basis	Called parents and counsell them and also guiding them.		<u>Renu</u>
21/4/22	2.40 PM	Now he is ok with family but now he is lacking in syllabus completion.	Provide him some extra classes to cover the syllabus.		<u>Renu</u>
19/10/22	10.40AM	Feeling difficulty in studies due to his health issues.	Inform parents and suggest them to go to doctor for checkups.		<u>Renu</u>
23/11/22	3.40 PM	Syllabus covering issue	Provide him extra classes again.		<u>Renu</u>

COUNSELLOR NAME - Ms. RENU



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Student – Counselling Record

Name of the Student... DIKSHA MAHALWAL.....

Father's Name... SURJEET KUMAR MAHALWAL.....

Mother's Name... SUDESH MAHALWAL.....

Date of Birth... 12/11/97 Age..... Category.....

Address... 134, MADAN GIR, NEW DELHI

Contact No. Fathers..... Mothers... 9212276981

Student... 9599695533

Email ID... dikshamahawal1211@gmail.com



Analysis of the Student

Strengths	Technically Strong
Weakness	fear of failure
Opportunities	Use of Technology in Pharmaceutical Education & Research.
Challenges	Social media Distractions.

Student Counseling Record

Date	Time	Problems	Solution	Remarks	Signature
14/02/2018	10:30	Struggling to adapt to college life, homesickness, feeling out of place.	Counseled her to develop coping strategies and engaged her in campus events.		[Signature]
24/04/2018	11:30	Feeling alone, difficulty making friends, lack of support network.	Encouraged her to participate in clubs and activities, peer mentoring programs.		[Signature]
08/09/2018	11:45	Feeling overwhelmed, physical and emotional exhaustion, loss of interest.	Told her about stress management techniques, relaxation exercises.		[Signature]

Counselor Name - Ms. Raninderjeet

Student Counseling Record

Date	Time	Problems	Solution	Remarks	Signature
28/05/19	10:45	overwhelmed by coursework, Poor time management, fear of failure	Taught her about management and study skills, helped her to set realistic goals.		Anuradha
03/06/19	11:15	Pressure to engage in risky behaviors, Conform to group norms	Counseled her to build Self Confidence, Assertiveness, Guidance.		Anuradha
07/08/19	11:45	Excessive use of Smartphones, gaming, social media, leading to neglect of responsibilities	Counseled her on healthy tech use, tech-free zones, and activities.		Anuradha

Counselor Name Ms. Anuradha



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Student - Counselling Record

Name of the Student... BIKI ADHIKARI

Father's Name... DILIP CHANDRA ADHIKARI

Mother's Name... ARCHANA ADHIKARI

Date of Birth... 08/10/98 Age..... Category.....

Address... Hawasoghat, ward No. 2 Kashi Analog Assam

Contact No. Fathers... 9957348279 Mothers.....

Student... 9678 249490

Email ID.....



Analysis of the Student

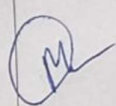
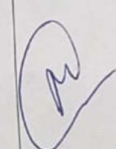
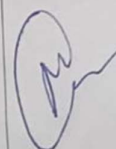
Strengths	<u>Dancing</u>
Weakness	<u>Less interest in education</u>
Opportunities	<u>Pursue a career in dancing with education</u>
Challenges	<u>Balancing dance and education</u>

Student Counseling Record

Date	Time	Problems	Solution	Remarks	Signature
16/03/2018	10:30 AM	Problems with making friends Social anxiety.	group therapy, encourage him to participate in clubs and activities, peer support groups.		Anuradha
12/04/2018	11:00 AM.	Stress about future, career choices and lack of direction	counseled him about career opportunities, job shadowing and job searching.		Anuradha
17/05/2018	11:30 AM.	Low self confidence negative body image	Told him about self-esteem building exercises, positive affirmations		Anuradha

Counselor Name - Ms. Anuradha

Student Counseling Record

Date	Time	Problems	Solution	Remarks	Signature
22/04/2019	11:00 AM	Poor organization of study material, missed deadlines due to disorganization.	Told him about organization skills, effective note-taking strategies, and tools for managing assignments and deadlines.		
06/08/2019	11:15 AM	Disputes or poor relationships with faculty, difficulty communicating needs.	Counseled him about improving communication skills, and developing strategies for resolving conflicts.		
26/09/2019	2:15 pm	Lack of interest in mandatory courses, feeling disengaged.	helped him about finding connections b/w required courses and personal interests.		

Counsellor Name - Ms. Manisha

By following this structured practice, our institution aims to support students comprehensively, enhancing their academic experience and addressing any challenges they may face. This approach fosters a supportive environment where students can thrive and succeed.

Students Speaks:

Dhikha, B.Pharmacy student (Batch 2017-2021)



I embarked on a remarkable journey as a student from GGCP. Talking about my personal growth and self-discovery, evolving from a timid individual into a confident and straightforward personality. This transformation was significantly influenced by the guidance and support I received from my mentor at the counselling session at GGCP while doing B. Pharmacy.

Initially, when I took admission to B. Pharmacy, I was known for my reserved nature and reluctance to voice my own opinions. My shyness often held me back from fully participating in class discussions and engaging with my peers. However, my mentor during the counselling sessions recognized my potential and saw beyond my quiet exterior.

Through dedicated counseling sessions, my mentor helped me build self-confidence and encouraged me to express myself more openly. These sessions focused on developing my communication skills, overcoming my fears, and understanding my own strengths and weaknesses. My mentor's patient and personalized approach played a crucial role in helping me gain the courage to step out of her comfort zone.

Biki Adhikari, B.Pharmacy student (Batch 2017-2021)



I am excited to share my transformative journey, which led me to recognize and embrace my passion for dance, thanks to the counseling sessions at GGCP.

When I first joined GGCP, I was uncertain about my future and struggled to find a path that truly resonated with me. Although I was pursuing my studies diligently, I felt a deep-seated passion for dance that I was not fully exploring. My mentor at GGCP noticed my struggles and encouraged me to delve deeper into my interests.

Through our counseling sessions, we worked on identifying my true passions and aspirations. My mentor helped me understand the importance of aligning my career with my interests and talents. We explored how I could integrate my love for dance into my academic and career plans.

The sessions provided me with clarity and confidence. I began to see dance not just as a hobby but as a potential career path. My mentor supported me in setting goals to pursue dance professionally and helped me devise a plan to balance my academic commitments with my passion for dance.

As I embraced this new direction, I started taking dance classes, participating in workshops, and connecting with professionals in the field. This new found focus revitalized my enthusiasm and energy. I found a sense of purpose and direction that I had previously lacked. The transformation from a student unsure of his future to someone who actively pursues a career in dance has been incredibly fulfilling. The guidance I received from GGCP's counseling services was pivotal in helping me recognize and pursue my true passion.

I am grateful for the support and encouragement that helped me discover a career path aligned with my interests. This journey has not only enriched my academic experience but also set me on a path towards a career in dance that I am truly passionate about.