



AMRUTA INSTITUTE OF ENGINEERING & MANAGEMENT SCIENCES

BVV Sangha, Bagalkot
Approved by AICTE, New Delhi
Recognized by Government of Karnataka & Affiliated to VTU, Belagavi

AIEMS
BENGALURU

AIEMS-Internal Quality Assurance Cell

Ref No: BVVS/AIEMS/ CGC/2024-25/009

Date: 03.2.2025

COUNSELING AND GUIDANCE CELL / PROCTOR COMMITTEE

CGC Cell has been revised for the academic year 2024-25 wef 3.2.2025.

Committee Members List

Sl No	Faculty Name	Designation	Phone	Email ID
1	Dr. Santosh M Murali Principal	Chairman	9886673000	principalamruta@gmail.com
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Dr. Anitha N
IQAC Coordinator

Dr. Santosh M Murali
IQAC Chairman

PRINCIPAL

Amruta Institute of Engineering & Management Sciences
Bidadi Industrial Area Near Toyota Kirloskar Motors
Bidadi Bangalore-562 109



Academic Year-2024-25



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COUNSELING AND GUIDANCE CELL – ROLES AND RESPONSIBILITIES (INCLUDING PROCTOR SYSTEM)

The **Counseling and Guidance Cell** plays a crucial role in **supporting student's academic, emotional, and career growth**. It helps them navigate challenges related to personal well-being, studies, and professional aspirations. The **Proctor System** is integrated into the counseling framework to ensure regular monitoring and mentorship.

Roles and Responsibilities

1. Counseling

- Offer **one-on-one counseling** to help students manage stress, anxiety, and personal challenges.
- Organize **mental health awareness sessions** and self-care workshops.
- Address issues like **peer pressure, self-esteem, and relationship challenges**.

2. Academic Guidance & Mentorship

- Provide support for **students struggling with academics, attendance, and exam stress**.
- Help students develop **time management, study skills, and concentration techniques**.
- Assign **faculty mentors (Proctors)** to monitor student progress and provide academic support.

3. Career Counseling & Skill Development

- Collaborate with the Placement Cell to organize relevant programs.
- Work with the Anti-Ragging Committee and IIC Committee to organize programs that benefit the student community.
- Conduct **career guidance sessions, aptitude tests, and personality assessments**.
- Offer information on **higher studies, scholarships, and competitive exams**.

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- Organize **resume-writing workshops, mock interviews, and industry interaction sessions.**

4. Proctor System – Student Monitoring & Mentorship

The **Proctor System** is a structured approach where each faculty member (Proctor) is assigned a group of students to **monitor, guide, and mentor** throughout their academic journey.

Duties of a Proctor:

- Maintain **student academic and personal records.**
- Conduct **regular meetings** with students to track progress and concerns.
- Guide students on **academic improvement, career choices, and personal development.**
- Act as a **bridge between students and college authorities** for addressing grievances.
- Support students facing **attendance issues, disciplinary actions, or personal difficulties.**

Benefits of the Proctor System:

- Personalized **mentorship and continuous student monitoring.**
- Early identification of **academic, emotional, or behavioral issues.**
- Strengthened **faculty-student interaction** and trust.

5. Crisis Intervention & Referral Services

- Identify students in **emotional distress** and provide immediate counseling.
- Refer severe cases to **professional psychologists or medical experts** while maintaining confidentiality.



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6. Awareness & Well-being Programs

- Conduct workshops on **mental health, stress management, and mindfulness.**
- Promote **anti-ragging awareness, substance abuse prevention, and gender sensitivity programs.**
- Encourage an **inclusive and positive campus environment.**

7. Monitoring & Reporting

- Maintain **confidential counseling records and student progress reports.**
- Conduct **feedback sessions** to evaluate the effectiveness of counseling initiatives.
- Submit **periodic reports to college administration** regarding student well-being.

Benchmark

Sl No.	Programs to be conducted	No. of activities
1	Meetings with committee	1 per semester or 2 per year
2	Organize mental health awareness program	1 per year
3	Conduct career guidance sessions, aptitude tests, and personality assessments.	1 per year
4	Organize resume-writing workshops, mock interviews, and industry interaction sessions.	1 per year
5	Conduct a program to create awareness about higher studies, scholarships, and competitive exams.	1 per year
6	Conduct regular meetings with Students	6 per year
7	Conduct workshops on mental health, stress management, and mindfulness	1 per year

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