



**CIRCULAR**

**Sub:** guidelines-effective counselling-activities to be focussed-summer vacation-Reg.  
**Ref :** ME faculty meeting on 25.05.2022 7:00pm through online mode

**All the ME faculty are requested to strictly follow the following guidelines during counseling.**

1. If a student is absent,
  - i. You are advised to call the parent.
  - ii. Know the reason.
  - iii. Educate the parents about the importance of academics.
  - iv. Counsel students to prioritize academics
  - v. Enter the reason into the daily absent record, as per format, and note the activity in the counseling record book.
  - vi. The student's health issue must be clearly obtained, along with a health record, medical certificate, and leave letter. It should be endorsed by the institute medical officer.
  - vii. If any faculty member mentioned a health issue in their counseling report in the previous weeks, they should obtain a medical certificate.
  - viii. If faculty is on vacation, they have to coordinate with the counselor over mobile, and for sign and undertaking requirements, they can take support from faculty who are available on campus.
  - ix. Daily absent record: if any faculty member is not responding within the time frame, a letter shall be served for non compliance.
2. If student attendance is less than 80%, invite parents to the institute.
  - i. Take undertaking (as long as students fall under 80% attendance, they have to submit an undertaking several times).
  - ii. Instruct the student to write the matter in undertaking form, in their own handwriting, on page numbers 47 to 52 of the counseling record book.
  - iii. Ensure that the parent has received the undertaking copy while signing on pages 47 to 52
  - iv. Please do not take a student's signature on the undertaking form without the signature of a parent.
3. Non-compliance with the counseling will be linked to salary/discontinuation of increment.
  - i. Counseling is the responsibility of the faculty-don't comment.
  - ii. Counseling should result in an improvement of 5% attendance per week.
4. MSE-I for the II semester is from May 30<sup>th</sup> to June 1<sup>st</sup>, 2022.
  - i. Intimate parents regarding parents' interaction (for students having less than 80% attendance) scheduled for June 2<sup>nd</sup> and 3<sup>rd</sup>, 2022;
  - ii. Next attendance meeting on June 7, 2022.

**5. Submission of feedback on URR18 and inputs for URR22**

- i. Every faculty should give their feedback on URR18 and inputs for URR22 on or before 30.05.2022 and submit them to the MED office for onward submission to the Principal sir
- ii. If feedback is not provided by the due date, they are summoned for an explanation.

**6. Internships: IV Sem & VI Sem students**

Counselors are requested to counsel the students to undertake an internship during summer break and also guide them and follow up closely.

**7. Placement Preparation: 2023 passing out batch**

- i. Eight days of aptitude and soft skills training in physical mode by FACE during June 6-14, 2022 for T&P registered VI semester students. Please ensure 100% participation of your counselees.
- ii. Campus drives are scheduled during the 3<sup>rd</sup> and 4<sup>th</sup> weeks of June, 2022.
- iii. Faculty is requested to advise 2023 graduating students to prepare thoroughly for upcoming placements. Guide them and follow-up closely.

**8. Things to do with outgoing batch 2022**

- i. Complete exit survey and alumni registration along with updated photographs in counseling books and submit the counseling books to the MED office on or before June 6th.
- ii. Ph.D pursuing faculty is advised to focus on research work during June/July, 2022.
- iii. Ph.D unregistered faculty are encouraged to respond to the KU Ph. D notification.

**9. All the faculty are advised to update the**

- i. vidwan portal and share their profile scores with Dr. E. Ramesh Sir.
- ii. Focus on research and publications.
- iii. Check the KITS MED Notice Board whatsapp group frequently and thoroughly, and respond appropriately.

**Dr. K. Raja Narender Reddy**  
**Professor & Head, MED**

**Copy to:** 1. Principal Sir for favour of Information