

## **Guide lines for using MCJ Counselling Centre**

MCJ Counseling Centre has been functioning as a unit of Department of Counseling Psychology for the past several years and the guidelines are verified and modified if needed for the development of counseling Centre which extends services to students and others. Counselors who are professionally qualified are required to renew their contract for using MCJ counseling Centre. In this juncture following guidelines are updated and modified for the academic year 2019– 2020

### **Appointments:**

counsellors are responsible for their clients completely. MSSW provides only the place to practice.

- Counsellors can fix up the appointments from 9 A.M to 7 P.M
- All appointments are to be intimated at least one day before the appointment through what's app group which is known as "MSSW Counselors". So that everyone can use the Centre depends upon the need of the clients, cancellation of appointments also should be communicated through the messages so that others can utilize the room.
- All counselors are asked to use the room not more than 1 1/2 hour for each appointment. Clients should be motivated for being on time
- Entry Register is kept for monitoring the services offered in MCJ Counseling Centre

### **Counseling Reports**

- Counseling case history short forms are utilized for giving some details about the clients and fees particulars. It will be kept highly confidential and coordinator will have access for viewing the particulars. So that reports can be generated periodically.
- Client identity is shown only through code letters like( VP001)

### **Fees Particulars**

- Receipts should be given for the full amount for all clients.
- On or before 5<sup>th</sup> of every month payment (30% of the fee collected) should be made for the earlier month's sessions to the coordinator. It will be paid to the accounts department. The coordinator will send a mail acknowledging the receipt of payment.