

Centre of Counselling & Psychological Services



Dnyaan Prasad Global University

Dr. D. Y. Patil Unitech Society

School of Liberal Arts



Institution

School of Liberal Arts, Dr. D. Y. Patil Dnyan Prasad University, Pune



Beneficiaries

Students and Staff of all sister campuses at Dr. D. Y. Patil Dnyan Prasad University, Pune



Location

Counselling Centre, 5th Floor, New Campus, Jeevan Nagar, Tathawade, Pune, and all counselling centres at the sister campuses of Dr. D. Y. Patil Dnyan Prasad University, Pune.



Operating Hours

Monday - Friday, 3:00 PM - 7:00 PM

Executive Summary

The Centre of Counselling & Psychological Services provides holistic and confidential psychological support to students and staff across all sister campuses at Dr. D. Y. Patil Dnyan Prasad University, Pune. Our mission is to foster a supportive environment that promotes academic success, personal growth, and overall well-being.

Our Core Services

- Personality & Behavioural Assessments
- Individual & Group Counselling
- Proactive Mental Health Initiatives



Vision & Mission

Vision Statement

To be a leading Centre in providing accessible, ethical, and high-quality psychological and counselling services, promoting mental well-being, resilience, and personal development within the university community.

Mission Statement



Comprehensive Services

To offer comprehensive, confidential, and evidence-based counselling and psychological services to students and staff.



Growth & Success

To facilitate personal growth, emotional well-being, and academic/professional success through tailored interventions.



Targeted Support

To conduct personality and behavioural assessments for deeper understanding and targeted support.



Ethical Practice

To maintain the highest standards of confidentiality and ethical practice in all interactions and record-keeping.



Awareness & Destigmatization

To foster a culture of mental health awareness and destigmatization within the university.

Objectives



Provide Accessible Counselling

Offer timely and accessible individual and group counselling sessions to address a wide range of psychological and emotional concerns.



Conduct Assessments

Administer relevant personality, aptitude, and behavioural tests to aid in diagnosis, self-discovery, and intervention planning.



Implement Interventions

Design and deliver effective psychological interventions, workshops, and seminars focusing on stress management, resilience building, interpersonal skills, and academic/professional development.



Ensure Confidentiality

Establish robust protocols for maintaining the utmost confidentiality of all client data and session details.



Maintain Records

Develop a secure and systematic record-keeping system for client information, session notes, and assessment results.



Promote Awareness

Organize mental health awareness campaigns and workshops to educate the university community and reduce stigma associated with seeking psychological help.



Scope of Services

The Centre of Counselling and Psychological Services will offer a comprehensive suite of services, including but not limited to:



Individual Counselling

One-on-one sessions addressing personal, emotional, academic, career, and relational challenges.



Group Counselling/Therapy

Facilitated group sessions for common issues, fostering peer support and shared learning.



Personality and Behavioural Assessments

- **Personality Tests:** E.g., MBTI, Big Five Personality Traits, DISC Assessment, etc., to help individuals understand their preferences and strengths.
- **Behavioural Assessments:** E.g., Stress coping mechanisms, conflict resolution styles, emotional intelligence assessments.
- **Aptitude and Interest Inventories:** To assist with career guidance and academic choices.



Operational Framework

Our Centre is built on a foundation of professional staffing, state-of-the-art infrastructure, and a client-centered appointment system to ensure the highest quality of care.

Staffing

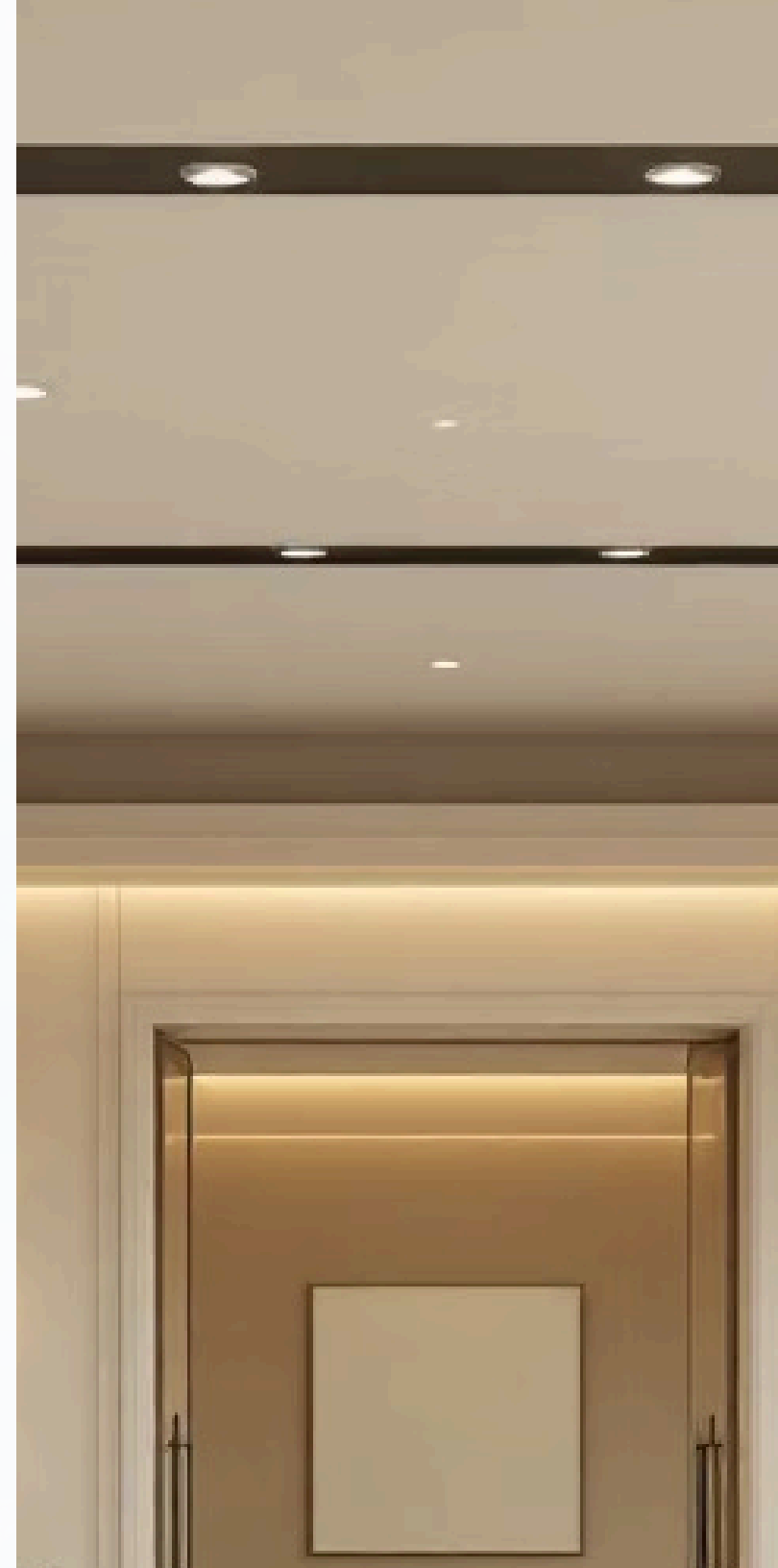
The Centre of Counselling and Psychological Services will be staffed by qualified professionals:

- **Head of Centre/Lead Counsellor:** Licensed clinical or counselling psychologist with 5-7 years of experience in educational settings.
- **Counselling Psychologists/Therapists:** Qualified professionals with Master's or Ph.D. degrees.
- **Administrative Assistant:** Manages appointments, record-keeping, and general office administration.

Infrastructure

Located on the 5th floor of the new campus at Jeevan Nagar, Tathawade, Pune, our facility will be equipped with:

- **Private Counselling Rooms:** Soundproofed, comfortable, and confidential spaces.
- **Group Therapy Room:** A larger space for group sessions and workshops.
- **Waiting Area:** A welcoming and comfortable space for clients.
- **Assessment Room:** Dedicated area for administering psychological tests.



Confidentiality and Record Keeping

Maintaining the highest level of confidentiality is paramount to building trust and ensuring effective service delivery.

Confidentiality Protocols

- **Ethical Guidelines:** All counsellors will strictly adhere to professional ethical codes (e.g., APA, BACP, or Indian Association of Clinical Psychologists guidelines).
- **Informed Consent:** Clients will be fully informed about the nature of the services, confidentiality policies, and limits to confidentiality (e.g., risk of harm to self or others, legal mandates) before commencing sessions.
- **Secure Environment:** All physical and digital records will be stored in highly secure environments.
- **Staff Training:** All Centre of Counselling and Psychological Services staff will undergo regular training on confidentiality protocols and data protection.
- **Anonymity in Reporting:** Any aggregate data or reports generated for administrative purposes will be fully anonymized to protect individual identities.

Record Keeping

- **Digital Record System:** A secure, password-protected digital record-keeping system will be utilized. This system should be compliant with data protection regulations.
- **Physical Records:** Any physical records will be stored in locked cabinets within a secure office.
- **Content of Records:** Records will include:
 - Client demographic information (name, contact, student/staff ID).
 - Initial assessment notes.
 - Session notes (brief summaries, key themes, interventions used, progress).
 - Assessment results and reports.
 - Treatment plans and goals.
 - Referral information.
 - Consent forms.
- **Access Control:** Access to client records will be strictly limited to authorized Centre staff on a need-to-know basis.
- **Retention Policy:** A clear policy for the retention



Promotion and Outreach

To ensure maximum utilization of services, the Centre will engage in proactive outreach strategies.



Orientation Programs

Introduce Centre services during student and staff orientation programs.



Digital Presence

Create a dedicated section on the university website and utilize social media for awareness campaigns.



Brochures and Posters

Distribute informational materials across campus, particularly at the School of Management and Research.



Workshops and Seminars

Offer introductory workshops on mental well-being to various departments.



Faculty and Staff Sensitization

Conduct sessions for faculty and staff on recognizing signs of distress and referring individuals to the Centre.

Monitoring, Evaluation & Budget

Monitoring and Evaluation

The Centre's effectiveness will be regularly monitored and evaluated through:



Client Feedback

Anonymous feedback surveys to gauge satisfaction and identify areas for improvement.



Service Utilization Data

Tracking the number of sessions, types of concerns, and demographics of clients.



Outcome Measures

Where appropriate and ethical, using pre- and post-intervention measures to assess the impact of counselling.



Regular Staff Meetings

To discuss cases (anonymously), review protocols, and ensure continuous professional development.



Annual Reports

Submission of comprehensive annual reports to the university administration detailing activities, outcomes, and recommendations.

Budgetary Considerations (Preliminary)

A detailed budget will be developed, covering:

Conclusion & Contact



The establishment of a Centre of Counselling & Psychological Services at the School of Liberal Arts will be a significant step towards prioritizing the mental health and well-being of the students and staff at all sister campuses falling under Dr. D. Y. Patil Dnyan Prasad University, Pune by providing professional, confidential, and accessible services, the Centre will contribute to a healthier, more productive, and supportive academic and professional environment.



Contact Us

Location

School of Liberal Arts

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