



## **SABARAGAMUWA UNIVERSITY OF SRI LANKA**

**Policy Title – Policy on Process of Student Counseling, SUSL**

**Policy Number –Policy / SUSL / Gov & Mgmt / 16**

**Date of Senate Approval – 10.01.2023**

**Date of Council Approval – 24.05.2023**

**Effective Date – 24.05.2023**

**Revised Dates – NA**

**Approving Authority – The Council, Sabaragamuwa University of Sri Lanka**

**Administrative Responsibility – The Senate**

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### **1. Overview**

The Sabaragamuwa University of Sri Lanka (SUSL) intends through its student counseling process to facilitate, guide, and enable students to resolve their academic, personal, or social problems thereby creating a student-friendly and conducive environment where students can continue their education freely to become disciplined, capable, productive and social friendly human resource.

### **2. Purpose**

According to the Commission Circular No.933 dated 21st Oct 2010, the student counseling system is one of the main six broader areas of the Student Support Services and Welfare System (SSS & WS) in the Sri Lankan University system. Accordingly, the counseling process in the university is classified as Student Counseling and Psychological Counseling. This policy document covers the student counseling process at the Sabaragamuwa University of Sri Lanka.

### **3. Scope**

This policy will be applied to Senior Student Counselor, Deputy Senior Student Counselors and all the student Counselors of SUSL.

### **4. Legislative context**

Commission circular No.933 dated 21st Oct 2010

### **5. Definitions**

DSSC	Deputy Senior Student Counselors
FSCC	Faculty Student Counseling Cells
MCSCS	Management Committee for Student Counselor Service
SSS&WS	Student Supportive Services and Welfare
SUSL	Sabaragamuwa University of Sri Lanka
University	Sabaragamuwa University of Sri Lanka

### **6. Policy Statement**

#### **I. The Goal of Student Counseling Service:**

The goal of the student counseling process is to provide students with the necessary guidance to change their attitudes and behavior to create a student-friendly educational environment to ensure their freedom, satisfaction, and well-being thereby meeting the vision and the mission of the university.

#### **II. Objectives of Student Counseling Service of the SUSL**

- a. To educate students on the rules and regulations related to administration and student discipline.
- b. To guide students to get rid of indiscipline activities.
- c. To facilitate/refer students to resolve their different issues (Academic/Welfare Personal/Career/and others)
- d. To support the university administration to enforce law and order related to student discipline for the smooth functioning of the university.

**III. Administrative Hierarchy of the student counseling process is as follows;**

- a. Vice Chancellor, SUSL
- b. Director- Student Supportive Services and Welfare (SSS&WS)
- c. Senior Student Counselor
- d. Deputy Senior Student Counselors (DSSC) (DSSC for Faculties and Common for student service for hostels, and general activities).
- e. Student counselors

**IV. University shall set up a Management Committee for Student Counselor Service (MCSCS) consists with following members,**

- a. Senior Student Counselor (Chair)
- b. Deputy Senior Student Counselors
- c. SAR- SA Secretary

**V. Role of the Management Committee for Student Counselor Service (MCSCS)**

- a. Develop strategies and action plan to achieve the goal and objectives of the Student Counseling Service of the SUSL
- b. Develop a mechanism to implement the action plan with the support of Student Counselors
- c. Monitor the progress of the action plan regularly (Once a month) and modify it when necessary
- d. Study the changing environment and develop activities
- e. Provide guidance and approval for the Faculty Student Counseling Cells (FSCC)

**VI. University shall set up Faculty Student Counseling Cells (FSCC) for each faculty consists with following members,**

- a. Deputy Senior Student Counselors (Chair)
- b. Student Counselors

**VII. Role of the Faculty Student Counseling Cells (FSCC)**

- a. To implement the strategies and action plan to achieve the goal and objectives of the Student Counseling Service of the SUSL under the guidance and supervision of **MCSCS**.
- b. To implement the decision of **MCSCS**

**VIII. Senior Student Counselor shall be appointed by the Vice Chancellor**

Vice Chancellor should appoint a senior member of the academic staff who has the capacity to direct the student counseling process in the university as the Senior Student Counselor for a period of one year.

**IX. Deputy Senior Student Counselor shall be appointed by the Vice Chancellor**

- a. Vice Chancellor should appoint a senior member of the academic staff in the Faculty on the recommendation of the Dean of the respective Faculty who has the capacity to direct the student counseling process in the Faculty as the Deputy Senior Student Counselor for a period of one year.
- b. Further, Vice Chancellor should appoint three senior members of the academic staff as the Deputy Senior Student Counsellors for male hostels, female hostels, and student activities in the university for a period of one year.

**X. Student Counselor**

- a. The Vice-Chancellor should appoint members of the academic staff in the Faculties on the recommendation of the Dean of the respective Faculties who has the capacity to support the student counseling process in the Faculty as the Student Counselors for a period of one year.
- b. Further, Vice Chancellor should appoint members of the academic staff representing all the Faculties as the Student Counsellors for male hostels,

female hostels, and student activities in the university for a period of one year.

#### **7. Supporting Documents:**

- I. Policy on Student Support Services and Welfare, SUSL (POLICY / SUSL / STU SUP / 05)
- II. Annex I - Terms of Reference (TOR) of the Senior Student Counselor
- III. Annex II - Terms of Reference (TOR) of the Deputy Senior Student Counselor
- IV. Annex III - Terms of Reference (TOR) of the Student Counselor
- V. Commission circular No.933 dated 21st Oct 2010

#### **Responsibility:**

Vice Chancellor

#### **Promulgation:**

- I. This will be circulated among all members of SUSL through Email
- II. This will be available in University Web

#### **Implementation**

This policy will be implemented by the Vice Chancellor.

This policy has been prepared by Senior Prof. RMUSK Rathnayaka, Prof. HMS Priyanath, Prof. W. Manoj Ariyaratne.

***\*\*\*\*This policy has been approved at the 271<sup>st</sup> Senate held on 10.01.2023 and 296<sup>th</sup> Council held on 24.05.2023***

**Centre for Quality Assurance,  
Sabaragamuwa University of Sri Lanka,  
July 2023**

## ANNEX I

### TERMS OF REFERENCE (TOR) - SENIOR STUDENT COUNSELOR

- I. To provide leadership to achieve the **objectives of the counseling process** and the **role of MCSCS** with the guidance of the Director- SSS&WS.
- II. To create awareness among staff and students of the student counseling system in the university
- III. To coordinate the student counseling system in the university arranging monthly meeting/s of **MCSCS and** with all the student counselors if necessary.
- IV. To listen effectively to students and entertain any issues/problems of students and facilitate them to resolve those.
- V. To keep a close professional relationship with deputy senior student counselors, fellow student counselors, and students.
- VI. To constantly facilitate students to identify their unseen potential and set their goals in life thereby ensuring their personal growth and self-empowerment.
- VII. Educating students on the rules and regulations related to administration and student discipline thereby motivating them to refrain from ragging and any type of violence and indiscipline behavior.
- VIII. Guiding students to change their fault thinking pattern if any and positive reshaping their way of thinking.
- IX. Facilitating/ making a referral of students to resolve their different issues (Academic /Welfare Personal/and others)
- X. Assisting the university administration to enforce law and order related to student discipline for the smooth functioning of the university.

## ANNEX II

### TERMS OF REFERENCE (TOR) - DEPUTY SENIOR STUDENT COUNSELOR

- I. To support to achieve the **objectives of the counseling process** and the **role of MCSCS with** the guidance of the Senior Student Counselor.
- II. Coordinating the student counseling process arranging monthly meeting/s with student counselors reporting the progress to MCSCS.
- III. Effective listening to students and entertaining any issues/problems of students and facilitating them to resolve those.
- IV. Keeping a close professional relationship with Senior Student Counselor, fellow deputy student counselors, student counselors, and students.
- V. Constantly facilitating students to identify their unseen potential and set their goals in life thereby ensuring their personal growth and self-empowerment.
- VI. Educating students on the rules and regulations related to administration and student discipline thereby motivating them to refrain from ragging and any type of violence and indiscipline behavior.
- VII. Guiding students to change their fault thinking pattern if any and positive reshaping their way of thinking.
- VIII. Facilitating/ making referrals of students to resolve their different issues ( Academic/Welfare Personal/and others)
- IX. Assisting the University/Faculty administration to enforce law and order related to student discipline for the smooth functioning of the university.

## ANNEX III

### TERMS OF REFERENCE (TOR) - STUDENT COUNSELOR

- I. To support to achieve the **objectives of the counseling process** and the **role of MCSCS** with the guidance of the Senior Student Counsellor and the Deputy Senior Student Counsellor
- II. Keeping a close professional relationship with the senior student counselor, deputy senior student counselor, fellow student counselors, and students.
- III. Effective listening to students and entertaining any issues/problems of students and facilitating them to resolve those.
- IV. Keeping a close professional relationship with senior student counselors, deputy senior student counselors, fellow student counselors, and students.
- V. Constantly facilitating students to identify their unseen potentials and set their goals in life thereby ensuring their personal growth and self-empowerment.
- VI. Educating students on the rules and regulations related to administration and student discipline thereby motivating them to refrain from ragging and any type of violence and indiscipline behavior.
- VII. Guiding students to change their fault thinking pattern if any and positive reshaping their way of thinking.
- VIII. Facilitating/ making referrals of students to resolve their different issues (Academic/Welfare Personal/and others)
- IX. Assisting the university administration to enforce law and order related to student discipline for the smooth functioning of the university.