

03.04.2024

To,

The Director,  
Ideal Institute of Management and Technology,  
16 X, Karkardooma Institutional Area,  
Delhi-110092.

**Sub: Letter of Acceptance for providing my services as Psychologist/  
Counsellor in Institute at 16 X, Karkardooma Institutional Area,  
Delhi-110092.**

Sir,

I am in receipt of your letter of request dated 02.04.2024 for requirement of Psychologist/Counsellor in your Institute.

In the larger interest of the society, especially the students, the faculty & other members in the Institute, I hereby agree to provide my services from 1.30 PM to 4.30 PM once a fortnight (to be informed in advance) and will be available on call as and when required.

I am glad that the Institute is willing to duly compensate for my services on honorary basis.

Thanking you,

Yours sincerely,



**(Parul Gupta)**



## Report

Title: counselling Report for BCA College Students at Ideal Institute of Management and Technology

Date: April 8, 2024

Time: 1:00 PM - 1:20 PM

Venue: Room No. 504

Participants:

- Ms. Parul Gupta (Counselor)
- Dr. Parminder Kaur (Academic Incharge)
- Ms. Rakhi Gangal (Faculty BCA)
- Approximately 30 BCA College Students

Objective: The counselling session aimed to provide guidance and support to BCA college students at Ideal Institute of Management and Technology regarding various academic and personal matters.

Proceedings-

Introduction: The session commenced promptly at 1:00 PM with Ms. Parul Gupta introducing herself as the counsellor leading the session. Dr. Parminder Kaur and Ms. Rakhi Gangal were a part of the audience and as an additional support.

Welcoming Address: Ms. Gupta extended a warm welcome to all the students, expressing her appreciation for their attendance and willingness to participate in the counselling session.

Overview of counselling : Ms. Gupta outlined the introduction and objectives of the counselling session, emphasising the importance of academic success, personal well-being, and addressing any concerns or challenges the students may be facing.

Open Floor Discussion: The session transitioned into an open discussion where students were encouraged to share their thoughts, concerns, and queries. Topics discussed included:

- Academic performance and study strategies.
- Stress management techniques.
- Career planning and goal setting.
- Personal challenges impacting academic progress.

Guidance and Advice: Ms. Gupta provided personalised guidance and advice to students based on their individual queries and concerns.

Q&A Session: A question and answer session followed, allowing students to seek clarification on any topics discussed during the session. All queries were addressed comprehensively by the counsellor. Students seemed curious about the confidentiality of the information between them and the counsellor. Counsellor responded to them by explaining the ethical principles of counselling.

Closure: The session concluded with Ms. Gupta expressing gratitude to the students for their active participation and engagement. Students were reminded of the ongoing support available to them through the counselling services and academic faculty.

Follow-Up: Students were encouraged to schedule individual counselling appointments as needed for further support.

Conclusion: The counselling session proved to be an informative and interactive platform for BCA college students to address academic and personal concerns. The presence of both the counsellor and esteemed faculty members contributed to the success of the session, fostering a supportive environment conducive to student development and well-being. It is hoped that the insights gained from the session will empower students to navigate challenges effectively and achieve their academic and personal goals.

*(Parul Gupta)*  
*8/04/2024*

— Parul Gupta  
— Counsellor

## Report

Title: Orientation on Counselling and Career Choices for LLB and BBA First Year Students

Date: April 10, 2024

Time: 12:20 PM - 1:30 PM

Venue: Ideal Institute of Management and Technology

Participants:

Ms. Parul Gupta (Counselor)

Approximately 30 LLB First Year Students

Approximately 60 BBA First Year Students (30 in each shift)

Objective: The orientation sessions aimed to acquaint LLB and BBA first-year students with the role of a student counselor and provide guidance regarding career choices.

Proceedings-

Introduction: Ms. Parul Gupta, the counselor, visited three classes sequentially, starting with LLB first-year students, followed by BBA first-year students in both shifts. She introduced herself as the counselor and outlined the purpose of her visit.

Orientation on Counselling and Career Choices: Ms. Gupta provided an overview of counseling services available to students and emphasized the importance of seeking guidance when facing academic or personal challenges. She highlighted the role of a student counselor in providing support, guidance, and resources to help students make informed decisions regarding their academic and career paths.

Expectations from a Student Counselor: Ms. Gupta discussed the expectations students should have from a student counselor, including confidentiality, empathy, non-judgmental attitude, and professionalism. She encouraged students to approach her with any concerns or questions they may have, assuring them of a supportive and confidential environment.

Open Floor Discussion: The session transitioned into an interactive discussion where students were invited to share their thoughts, concerns, and questions regarding career choices and counseling services. Topics discussed included:

- Importance of career planning and exploration.
- Academic and extracurricular activities to enhance employability.

- Strategies for overcoming academic challenges.
- Confidentiality and trust in counseling sessions.

**Guidance and Advice:** Ms. Gupta provided personalized guidance and advice to students based on their queries and concerns. She offered insights into various career paths available in the fields of law (for LLB students) and business administration (for BBA students), emphasizing the importance of aligning career choices with individual interests, skills, and values.

**Q&A Session:** A question and answer session followed, allowing students to seek clarification on any topics discussed during the orientation. Ms. Gupta addressed all queries comprehensively, ensuring students had a clear understanding of the counseling services available to them.

**Closure:** The orientation sessions concluded with Ms. Gupta expressing appreciation to the students for their active participation and engagement. She reiterated the availability of counseling services and encouraged students to reach out whenever needed.

**Follow-Up:** Students were encouraged to schedule individual counseling appointments as required for further guidance and support in navigating their academic and career journeys.

**Conclusion:** The orientation sessions proved to be valuable opportunities for LLB and BBA first-year students to gain insights into counseling services and career choices. Ms. Gupta's informative presentations and interactive discussions facilitated student engagement and provided clarity on the role of a student counselor in supporting their academic and personal development. It is hoped that the sessions will empower students to make informed decisions and pursue their academic and career goals with confidence.

*Parul*  
10/09/2024  
- Parul Gupta  
- Counsellor

## Report

Title: Orientation on Counseling and Self-Awareness for BBA Students at IIMT College

Date: April 15, 2024

Time: 12:00 PM - 1:30 PM

Venue: IIMT College

Participants:

Ms. Parul Gupta (Counselor)

Approximately 60 BBA Students (All three years)

Objective:

The orientation session aimed to familiarize BBA students of all three years with the counseling services available at the college and promote self-awareness among students to enhance personal and academic growth.

Proceedings-

Introduction:

Ms. Parul Gupta, the counselor, commenced the session by introducing herself and outlining the purpose of the orientation, emphasizing the importance of self-awareness and seeking support when needed.

Orientation on Counseling and Self-Awareness:

Ms. Gupta provided an overview of the counseling services available to students, emphasizing the role of self-awareness in personal and academic success. She explained how understanding oneself can lead to better decision-making and overall well-being.

Self-Awareness Activity:

A self-awareness activity was conducted wherein students were guided through reflective exercises to identify their strengths and weaknesses. This activity aimed to promote introspection and self-discovery among the students.

Questions and Discussion:

Students were invited to ask questions regarding the counseling process and Ms. Gupta herself. Some students who were already familiar with counseling shared their experiences, while others sought clarification on what to expect in a counseling session.

Expectations from Counseling:

Ms. Gupta discussed the expectations students should have from counseling sessions, emphasizing confidentiality, empathy, and the non-judgmental attitude of counselors. She encouraged students to proactively seek support whenever they felt the need.

Q&A Session:

A question and answer session followed, allowing students to seek further clarification on counseling services and related topics. Ms. Gupta addressed all queries comprehensively, ensuring students felt informed and supported.

Closure:



The orientation concluded with Ms. Gupta expressing gratitude to the students for their participation and engagement. She reiterated the availability of counseling services and encouraged students to utilize them as needed for personal and academic support.

**Follow-Up:**

Students were encouraged to schedule individual counseling appointments if they required further support or guidance. Ms. Gupta assured students of the confidentiality and professionalism of counseling sessions.

**Conclusion:**

The orientation session proved to be a valuable opportunity for BBA students to learn about counseling services and the importance of self-awareness. Ms. Gupta's informative presentation and interactive activities fostered student engagement and promoted a supportive environment for personal growth. It is hoped that the session will empower students to navigate their academic and personal challenges with confidence and resilience.

A handwritten signature in black ink, appearing to read 'Parul Gupta', is written over a horizontal line. The signature is stylized and cursive.

**Parul Gupta**  
**Counsellor**  
**15/04/2024**



### Counseling Report

Date: April 29, 2024

Client Information:

Name: [Confidential]

Course: LLB (3rd Year)

Age: 20

Concern: Understanding Counseling Process

Counselor: Parul Gupta

Summary of Session:

Client, a third-year LLB student aged 20, approached for counseling to gain insights into the counseling process and its workings. During the session, we delved into the fundamentals of counseling, discussing its purpose, methods, and benefits. I explained the importance of counseling in providing emotional support, guidance, and problem-solving strategies to individuals facing various challenges or seeking personal development.

We explored the linkage and role of counseling in the profession of law. Additionally, we discussed the role of confidentiality, empathy, and active listening in building a trusting counselor-client relationship.

Client expressed curiosity about how counseling techniques are tailored to address specific issues and how counselors adapt their approach to suit each client's needs.

By the end of the session, Client gained a better understanding of the counseling process and its potential impact on personal growth and well-being. Client expressed appreciation for the insights gained and indicated interest in exploring further sessions to delve deeper into specific topics or challenges.

Follow-Up:

Follow-up sessions can be scheduled to explore specific areas of interest or address any emerging concerns. Encourage Client to continue exploring counseling resources and reach out for support whenever needed.

- Parul Gupta  
counselor

Parul  
29/4/24

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Parul  
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