

## ACADEMIC COUNSELLING POLICY

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### 1. Purpose

The purpose of this policy is to establish **a structured academic counselling framework** that provides students with **comprehensive guidance on course selection, academic progression, and academic support services**.

This policy aligns with the **Higher Education Commission (HECF) guidelines** and aims to enhance student success through **effective academic advising and mentorship**.

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### 2. Scope

This policy applies to:

- **All students enrolled at VIT.**
- **All academic and administrative staff involved in student support services.**
- **All academic programs and pathways offered at the institution.**

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### 3. Academic Counselling Services

#### 3.1 Course Selection & Programme Guidance

- Academic advisors (Course counsellors) assist students in **choosing appropriate courses** based on their academic background and career aspirations.
- **Programme structure and credit load requirements** are explained to students before course registration.
- Assistance is provided for **credit transfer and Recognition of Prior Learning (RPL)**.

#### 3.2 Academic Progress & Performance Monitoring

- Students receive **regular academic progress reviews** to track their achievements.
- Early intervention strategies are applied for **students at risk of failing or struggling academically**.
- **Study skills workshops and peer tutoring programmes** are available for additional support.

### 3.3 One-on-One Academic Advising

- Students can schedule **individual consultations** with academic counsellors.
- Dedicated faculty members provide **mentorship and career guidance**.
- **Personalized academic plans** are developed for students needing additional academic support.

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### 4. Student Responsibilities

- Students must actively participate in **academic counselling sessions** and follow recommended guidance.
- Students are responsible for **seeking academic support** when needed and **staying informed about institutional policies**.
- Engagement in **peer mentorship and tutoring programs** is encouraged.

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### 5. Governance & Compliance

- The **Student Support Office** oversees all academic counselling activities.
- The policy is **reviewed annually** to align with **academic best practices and student needs**.

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