COUNSELLING SESSION RECORD PMCC – CS Format

STUDENT DETAILS							
Adm No: Course/Department: D.O.B:							
Gender : Male / Female	Gender : Male / Female						
Full Name:	Parent's Name & Contact						
Referred by							
COUNSELLING DETAILS							
Type of Session	First session - Second session - Third session						
Date of Counselling							
Academic Mentor							
Personal Mentor							
Head of Department							
CHIMMADY OF TIMEATICEA CTODY DI	EDEODMANCE IN VEW FOCUS ADEAS						
	ERFORMANCE IN KEY FOCUS AREAS						
Detail below the main points of concern with	1 the student's behaviour etc.						
Attendance							
Academic performance							
readenie performance							
Discipline							
1							
Health, family and peer-adjustment status							
Talents, achievements and extra-curricular activities							

DETAILS OF UNSATISFACTORY PERFORMANCE							
Detail below the specific examples of unsatisfactory performance. This may include: previous discussions, concerns with behaviour, points for clarification, points of interest, complaints raised by a faculty member or Authority.							
If applicable, attach supporting documentation/evidence e.g. record of informal discussions, correspondence (emails, letters).							
Sl No	Date	Details	Supporting Evidence e.g. Attachment A (if applicable)				
STUI	DENT'S CO	OMMENTS					

MEN	TOR CO	MMENTS			
PER	FORMAN	CE IMPROVEMENT PLAN			
No.	Date	Details	By When		
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NEV	T CTEDC	IN THE PROCESS			
NEA	ISILIS	IN THE TROCESS			
ANY	OTHER	RELEVANT INFORMATION			
71111	OTHER				
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DATE OF NEXT MEETING/END OF CURRENT SESSION					

Location		Date		Time					
Purpose of Meeting e.g. Interim Progress, Second/ Third Session									
CERTIFICATION (ALL SIGNATURES ARE REQUIRED)									
Mentor	8	Student							
Name	N	Name							
Signature:	S	Signature:							
Date:	D	Date:							
H.O.D		arent /G	uardian						
Name (please print):		Name (please print):							
Signature:	S	Signature:							
Date:	D	Date:							
	·								
FINAL CHECKLIST& REMAR	RKS								
All signed		Copy placed on PCCC file							
Copy provided to		Copy placed on recenie							
Student/Parent/Guardian									