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# **Student Counseling Portal**

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**ABSTRACT:** The Student Counselling Portal is a web-based application designed to facilitate mentorship, tutorship and student support within an educational institution. It consists of three modules: Admin, Staff and Student, each with distinct functionalities to ensure efficient management and communication. In the Admin Dashboard, the administrator can add staff and students, allocate mentors and mentees, assign tutors to students and manage student leave permissions. The Staff Dashboard is divided into three submodules: Mentorship, Tutorship and View Details. Under Mentorship, staff can view mentees and approve counselling requests. The Tutorship module allows staff to manage student lists and grant permissions for leave and on-duty (OD). The View Details module enables staff to access specific student information. The Student Dashboard provides students with options to submit and view their details, request and track one-on-one counselling sessions, apply for leave and OD and check the status of their requests. This portal enhances communication between students, mentors and tutors, streamlining the counselling and academic support process for a well-organized and student- friendly experience.

# I.INTRODUCTION

In educational institutions, effective mentorship, tutorship and student support play a crucial role in fostering academic and personal growth. The Student Counselling Portal is a web-based application designed to streamline these processes by providing a structured platform for students, staff and administrators. This system ensures seamless communication and efficient management of counselling and academic support services.

The portal comprises three key modules: Admin, Staff and Student, each with distinct roles and functionalities. The Admin Dashboard enables administrators to manage staff and student records, allocate mentors and tutors and handle student leave permissions. The Staff Dashboard is further divided into Mentorship, Tutorship and View Details submodules, allowing staff members to oversee mentees, approve counselling sessions and manage student leave requests. The Student Dashboard empowers students to submit and view their details, apply for one-on- one counselling, request leave and OD and track the status of their applications.

By integrating these features, the Student Counselling Portal enhances the overall support system within institutions, promoting a structured and student-centric approach to mentorship and academic assistance.

# **II. LITERATURE REVIEW**

The increasing challenges in student career development have prompted educational institutions to explore digital solutions for support services. Studies indicate that technology-driven counselling systems significantly improve students' career planning and academic outcomes [1][2]. Web-based counselling platforms are noted for their accessibility and real-time support capabilities [3].

However, existing solutions often lack role-based access and personalized mentorship features, which are vital for holistic student development [4]. Effective mentorship has been shown to boost student retention and satisfaction [5]. Additionally, the integration of academic and career guidance in a single platform can enhance students' decision-making skills and long-term career readiness [6].

Security and data privacy are also key concerns in student support systems, necessitating robust authentication mechanisms and access control [7]. Platforms that incorporate admin, staff, and student-specific modules provide better control and monitoring capabilities [8].



Recent studies advocate for the use of responsive design in student portals to accommodate mobile and desktop users, enhancing usability and engagement [9]. Automated leave and session tracking further optimize administrative workflows and reduce delays in approvals and interventions [10].

# III. BACKGROUND

This section outlines the motivation and context behind developing the Student Counselling Portal. It addresses the challenges faced by educational institutions in managing student career development, mentorship programs, and leave approvals through traditional methods. The background discusses how manual processes lead to inefficiencies, lack of transparency, and limited follow-up, which negatively impact student progress and institutional management. The need for a centralized, digital solution that integrates counselling, mentorship, and administrative workflows is highlighted. Additionally, it explores how evolving academic demands and student populations necessitate scalable and accessible support systems. This section also details the initial problem analysis, objectives set during the project's inception, and the scope of the system. By presenting the institutional context and key challenges, the background justifies the development of a comprehensive web-based platform.

## **IV. METHODOLOGY**

The methodology section describes the software development approach used to build the Student Counselling Portal. The project follows the Waterfall Model, which involves sequential phases such as requirement analysis, system design, development, testing, and deployment. Each phase is explained in detail, emphasizing how requirements were gathered from stakeholders (students, staff, and administrators) and translated into functional system components. The choice of technologies—PHP for backend development, MySQL for database management, and HTML/CSS/JavaScript for the frontend—is justified based on project requirements and scalability. This section also covers system architecture design, including database schema, user interface design, and module integration. Testing methodologies, such as black-box testing for functionality and role-based access control, are outlined to ensure system reliability and data security. Lastly, deployment strategies and future enhancement plans are briefly discussed.

#### V. WORKFLOW PROCESS

#### Login

Users log in by selecting their role (Admin/Staff/Student), ensuring role-based access control.

#### Admin Workflow

Admins manage student and staff records, approve leave and OD applications, and allocate tutors and mentors. They ensure accurate pairing based on academic and counselling needs. The admin also tracks assignments and monitors application statuses within the system.

#### Staff Workflow

Staff handle mentorship and tutorship duties by accessing mentee and student data. They conduct one-on-one counselling sessions and track their progress. This helps provide personalized academic and career support.

#### **Student Workflow**

Students can submit and update their profiles, schedule counselling sessions, and apply for leave or OD. They also receive real-time updates on the status of counselling and leave requests, promoting better planning and communication.

### VI. APPLICATIONS

The applications section outlines the practical use cases and real-world benefits of the Student Counselling Portal. It emphasizes how the platform supports student career development through mentorship programs, counselling sessions, and academic progress tracking. Administrative applications include managing student and staff records, monitoring mentorship assignments, and handling leave/OD approvals efficiently. The system enhances communication between students and mentors, fostering a supportive environment for academic and career growth. Additionally, the portal reduces administrative workload by automating workflows, ensuring timely counselling interventions, and improving



decision-making through real-time data tracking. Other applications include providing secure access to sensitive student information, ensuring data privacy, and creating a centralized repository for student academic and career-related activities. Overall, the system promotes holistic student development while optimizing institutional operations.

#### **VII. CONCLUSION**

The Student Counselling Portal provides an efficient and structured platform for mentorship, tutorship, and student support within educational institutions. By integrating key functionalities for administrators, staff, and students, the system enhances communication, streamlines counselling sessions, and simplifies leave and on-duty (OD) approvals. The portal replaces traditional manual processes with a digital solution, reducing administrative workload and improving response times for student requests. With secure authentication, automated notifications, and real-time tracking of counselling and mentorship activities, the system ensures a seamless user experience. The implementation of role-based access control allows authorized users to manage their respective tasks effectively, maintaining data security and privacy. Overall, the Student Counselling Portal improves the efficiency of academic and personal support services, contributing to a more organized, student-friendly, and responsive educational environment.

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