



विश्वेश्वरिया संस्थान समूह
VISHVESHWARYA GROUP OF INSTITUTIONS (VGI)

Approved by AICTE / PCI, New Delhi
Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow
Affiliated to B.T.E., Lucknow

Institution Code
AKTU : 096
BTE : 1236

Ref: VGI/Dir.off /App.co/22

Date: 08.07.2025

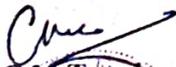
To,
Ms. Piyali Paul
Gulmohar Garden,
Raj Nagar Ext, Ghaziabad

Dear Sir,

You are appointed as counsellor for Vishveshwarya Group of Institutions, Dadri with 08/07/2025.

Your Responsibility will be mentioned below.

1. Leading the team of Counsellor.
2. Developing and implement an all-encompassing educational and counseling plan.
3. Fostering equal opportunity practices and encourage students' association
4. Paying attention to cultural or social differences in dealing with the students.
5. Develop and implement an all-encompassing educational and counseling plan with modern methods of teaching and mentoring.
6. Foster equal opportunity practices and encourage students' association.
7. Conduct group or individual counselling sessions to assist students with problems or concerns.
8. Assess Students' attributes (KSAOs) and help them realize their strengths.
9. Evaluate the Progress of students and reinforce the sense of accomplishment.
10. Identify behavioral problems or at-risk students act appropriately.
11. Cooperate with parents and teachers as well as other interested parties.
12. Complete assessments and tests, analysis results and provide feedback.
13. Study and update student records.


Dr. C. M. Tyagi
Director


Copy to:

1. Principal's/ Dean's/ HOD's
2. Registrar
3. Warden
4. All concern