



Date: 15.03.2023

To


Mr. Sudhir Sharma  
Director – Legal, VGI

Dear Sir

You are being appointed as Counsellor for Vishveshwarya Group of Institutions with immediate effect.

Your responsibilities 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 societal 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. Pay attention to cultural or societal differences in dealing with the students.
8. Conduct group or individual counseling sessions to assist students with problems or concerns.
9. Assess students' attributes (KSAOs) and help them realise their strengths.
10. Evaluate the progress of students and reinforce the sense of accomplishment.
11. Identify behavioral problems or at-risk students and act appropriately.
12. Cooperate with parents and teachers as well as other interested parties.
13. Complete assessments and tests, analyse results and provide feedback.
14. Study and update student records.

  
Dr. V. R. Mishra  
Director Vishveshwarya Campus

Copy to:

1. Management, VGI
2. Mr. Sudhir Sharma