



SITAM



SATYA INSTITUTE OF TECHNOLOGY AND MANAGEMENT

EAMCET CODE: **SGVP**

ACCREDITED BY NAAC, RECOGNISED UNDER 2(F) AND 12 (B) OF UGC
APPROVED BY AICTE, NEW DELHI,
(PERMANENTLY AFFILIATED TO JNTU-GV, RECOGNISED BY SBTET, GOVERNMENT OF A.P.)

JNTU - GV CODE: **B6**

APPOINTMENT ORDER

Date: 02-07-2025

In accordance with the All India Council for Technical Education (AICTE) norms and guidelines related to Student Support and Counseling Services, the Management of Satya Institute of Technology and Management hereby appoints **Mr.S.V.Satyanarayana**, Personality Development Trainer, as the Student Counselor of the institution.

Tenure of Appointment: The appointment shall be effective from 02-07-2025 and shall remain valid until further orders.

Roles and Responsibilities


- The Student Counselor shall be responsible for:
- Providing academic, personal, emotional, and psychological counseling to students.
- Addressing issues related to stress, anxiety, behavioral challenges, and adjustment problems.
- Guiding students in career planning, goal setting, and personal development.
- Promoting mental health awareness and student well-being in line with AICTE guidelines.
- Coordinating with Faculty Mentors, Heads of Departments, Anti-Ragging Committee, Grievance Redressal Cell, and ICC as and when required.
- Maintaining confidentiality of counseling records and submitting reports to the Principal periodically.
- Organizing counseling sessions, workshops, and awareness programmes for students.

Compliance

This appointment is made to ensure full compliance with the provisions of the AICTE Approval Process Handbook related to Student Welfare and Counseling Services.

The appointee is expected to perform the assigned duties with professionalism, integrity, and confidentiality.

By Order of the Management

Signature: 

Name: Dr. **D.K. Murthy**
Principal
Satya Institute of Technology and
Management (SITAM)

Designation: Principal
Gajularega, Vizianagaram

Institution: Satya Institute of Technology and Management



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