



VIDYA NIKETAN GLOBAL INSTITUTE'S

**VIDYA NIKETAN COLLEGE OF ENGINEERING**

*Approved By AICTE & DTE*

670, VIDYANAGARI, PUNE-NASHIK HIGHWAY, AT/POST : BOTA, TAL : SANGAMNER,  
DIST: AHMEDNAGAR, 422602, Mail Id:-vidyaniketan07@gmail.com, Ph.No-9172453737/3838

# Students Counsellor Committee



VIDYA NIKETAN GLOBAL INSTITUTE'S  
VIDYA NIKETAN COLLEGE OF ENGINEERING

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Date: 14/08/2025

Notice

All the Members, This is to inform that the Student Counsellor Committee meeting is scheduled in the seminar hall. All the committee members are requested to attend the meeting without fail.

The Agenda for the meeting is as follows:

1. To review and discuss students' counselling needs and any issues faced by students.
2. To plan and implement measures for enhancing awareness among students regarding mental health, stress management, and academic guidance.
3. To decide on proper methods of handling students' personal, academic, and psychological concerns and provide necessary counselling support.
4. To review records of counselling sessions and track student progress in coordination with faculty members.
5. Any other points.

Student Counsellor Committee

Sr.No	Name	Designation	Sign
1	Mrs. Kadappa Sunitha	Chairman	
2	Mrs. Khadke Prajakta.B	Member	
3	Mrs. Shingote Manisha. S	Member	
4	Mr. Wakchaure Prakash. N	Member	
5	Mr. Kolhe Abhijit S	Member	
6	Mr. Babar Vinayk	Student Representative	
7	Ms. Dherange Yogeshwari	Student Representative	



Principal  
Vidyaniketan College of Engg. & Poly.  
Bota, Tal. Sangamner, Dist. A' Nagar

Date:- 14/08/25

\* Meeting Title:- Appointment of Counsellor

\* Attendees:-

Name of members                      Designation

- 1) Mrs. Kadappa Sunitha                      Chairman
- 2) Mrs. Khadke Prajakta B.                      Member
- 3) Mrs. Shingote Manisha S.                      Member
- 4) Mr. Wakchaure Prakash N.                      Member
- 5) Mr. Kolhe Abhijit                      Member
- 6) Dherange Yogeshwari                      Student Representative
- 7) Babar Vinayak                      Student Representative

\* Agenda:-

- 1) Welcome & Introduction.
- 2) Discussion on Appointment.
- 3) Roles & Responsibilities overview.
- 4) Terms & Conditions of appointment.
- 5) Joining date & work schedule.
- 6) Confirmation of Acceptance.

### \* Minutes of Meeting:

- The meeting commenced with the permission of the chairperson. The Committee discussed the need for appointing a Student Counsellor to support students' academic, emotional & Psychological well-being.
- Applications received for the position were reviewed thoroughly. The Committee shortlisted name based on experience & suitability for handling student-related concerns.
- The appointment of Mrs. Kadappa Sunita mam as Student Counsellor was formally discussed.
- Key responsibilities including student guidance, counselling support & maintaining confidentiality were explained.
- Terms & Conditions of the appointment were outlined.

### \* Conclusion:-

The meeting concluded with mutual agreement on the appointment. Mrs. Sunita Kadappa will join as Student Counsellor.



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Date : 14/08/2025

**Student Counsellor Committee**

**Attendance Sheet**

Sr.No	Name	Designation	Sign
1	Mrs. Kadappa Sunitha	Chairman	
2	Mrs. Khadke Prajakta.B	Member	
3	Mrs. Shingote Manisha. S	Member	
4	Mr. Wakchaure Prakash. N	Member	
5	Mr. Kolhe Abhijit S	Member	
6	Mr. Babar Vinayk	Student Representative	
7	Ms. Dherange Yogeshwari	Student Representative	



**Principal**  
Vidyaniketan College of Engg. & Poly.  
Bota, Tal. Sangamner, Dist. A. Nagar

Date: - 01/12/2025

# Students Name: -

1) Matele Vaishnavi

Patel

2) Mandala Vivek

Wib

3) Gadekar Piyush

Bluss

4) Rahane Aniket

Ali

5) Hase Apeksha

H.

6) Jadhav Amruta

SA

7) Nawale Saish

ND

I have counselled present students regarding stress management.

Vette

Date:- 05/01/2026

\* Students Name:

1) Supekar Pradeep

Peu

2) Wakchare Shruddha

Shruddha

3) Dhokare Siddhi

Siddhi

4) Tekade Sahil

Sahil

5) Pansare Nishal

Nishal

I have counselled students regarding language barrier & how to improve English communication.



*[Handwritten signature]*

Date: 10/08/2020

\* Students Name

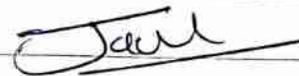
1) Kolhe Sahil



2) Jagdhane Anita



3) Abhale Tanuja



I have counselled above students regarding time management.





Date:11/06/2025

### Appointment letter

To,  
Mrs. Sunitha Kadapa  
Main Road,  
Ghargaon, Sangamner 422602

**Sub: Appointment as a Student Counselor**

Dear Madam,

We are pleased to appoint you as a Student Counselor with effect from 11/06/2025 with timings will be as follows:

Days	Timings
Tuesdays	10 am to 1 pm
Fridays	10 am to 1 pm

You will be required to counsel the students of our college and others if necessary as per the direction per the Principal . In addition you are required to counsel those who directly approach you for their problems.

You are also expected to keep a record of the persons counseled by you and track their progress in coordination with the Principal .

You are also required to coordinate your activities in concurrence with the faculty members regarding the counseling timings and release of students for the class/Examination as and when necessary.

You are expected to keep a record of your attendance by punching at the reception.

Thanking You

Yours Faithfully

For & On Behalf of Vidya Niketan College of Engineering

Received  
with  
11/06/2025



  
(Signature)  
**Principal**

Vidyaniketan College of Engg. & Poly.  
Bota, Tal.Sangamner, Dist.A'Nagar



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Date:11/06/2025

**Acceptance Letter**

To,  
The Principal  
Vidya Niketan college of Engineering, Bota

Dear Sir/Madam,

I, Mrs. Sunitha Kadapa, am pleased to accept the appointment as a Student Counselor at your esteemed institute with effect from 11/06/2025.

I am grateful for the opportunity and assure you that I will carry out my responsibilities sincerely and diligently. I will adhere to the prescribed schedule on Tuesdays and Fridays from 10:00 am to 1:00 pm and perform all duties as outlined in the appointment letter, including student counseling, maintaining records, and coordinating with faculty and administration.

I look forward to contributing positively to the well-being and development of the students.

Thanking you.

Yours faithfully,  
Mrs. Sunitha Kadapa



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Date:- 11/06/2025

APPOINTMENT ORDER

To  
Mrs. Khadke Prajakta. B  
VNCOE, Bota

Subject: Appointment as Member of Student Counsellor Cell.

Dear Mrs. Khadke Prajakta. B

We are pleased to inform you that you have been appointed as a Co-ordinator of Student Counsellor Cell at our institution, effective from 11/06/2025

In this role, you will be responsible for providing guidance and counselling to students on academic, personal, and career-related matters. You are expected to support student well-being, maintain confidentiality, and collaborate with faculty and administration to ensure a positive learning environment.

Your appointment will be governed by the rules and regulations of the institution. Further details regarding your duties, responsibilities, and terms of employment will be shared with you separately.

Kindly confirm your acceptance of this appointment by signing and returning a copy of this letter.

We look forward to your valuable contribution.

Sincerely,

Principal

**Principal**

Vidyaniketan College of Engg. & Poly.  
Bota, Tal. Sangamner, Dist. A'Nagar





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Date: 11/06/25

**Acceptance Letter**

To,  
The Principal  
Vidya Niketan college of Engineering, Bota

Dear Sir/Madam,

I, Mrs. Khadke Prajakta. B, am pleased to accept the appointment as a Member Of Student Counsellor at your esteemed institute with effect from 11/06/2025.

I am grateful for the opportunity and assure you that I will carry out my responsibilities sincerely and diligently. I will adhere to the prescribed schedule and perform all duties as outlined in the appointment letter, including student counselling, maintaining records, and coordinating with faculty and administration.

I look forward to contributing positively to the well-being and development of the students.

Thanking you.

Yours faithfully,  
Mrs. Khadke Prajakta. B





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Date : 11/06/2025

**APPOINTMENT ORDER**

To,  
Mrs. Shingote Manisha S.  
VNCOE, Bota

Subject: Appointment as Member of Student Counsellor Cell.

Dear Mrs. Shingote Manisha S,

We are pleased to inform you that you have been appointed as a Member of Student Counsellor Cell at our institution, effective from 11/06/2025

In this role, you will be responsible for providing guidance and counselling to students on academic, personal, and career-related matters. You are expected to support student well-being, maintain confidentiality, and collaborate with faculty and administration to ensure a positive learning environment.

Your appointment will be governed by the rules and regulations of the institution. Further details regarding your duties, responsibilities, and terms of employment will be shared with you separately.

Kindly confirm your acceptance of this appointment by signing and returning a copy of this letter.

We look forward to your valuable contribution.

Sincerely,

  
Principal

**Principal**

Vidyaniketan College of Engg. & Poly.  
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Date: 11/06/2025

### Acceptance Letter

To,  
The Principal  
Vidya Niketan college of Engineering, Bota

Dear Sir/Madam,

I, Mrs. Shingote M.S, am pleased to accept the appointment as a Member of Student Counsellor at your esteemed institute with effect from 11/06/2025.

I am grateful for the opportunity and assure you that I will carry out my responsibilities sincerely and diligently. I will adhere to the prescribed schedule and perform all duties as outlined in the appointment letter, including student counselling, maintaining records, and coordinating with faculty and administration.

I look forward to contributing positively to the well-being and development of the students.

Thanking you.

Yours faithfully,  
Mrs. Shingote M.S





Date:-11/06/2025

**APPOINTMENT ORDER**

To,  
Mr. Wakchaure Prakash N.  
VNCOE, Bota

Subject: Appointment as Member of Student Counsellor Cell.

Dear Mr. Wakchaure Prakash N, We are pleased to inform you that you have been appointed as a Member of Student Counsellor Cell at our institution, effective from 11/06/2025

In this role, you will be responsible for providing guidance and counselling to students on academic, personal, and career-related matters. You are expected to support student well-being, maintain confidentiality, and collaborate with faculty and administration to ensure a positive learning environment.

Your appointment will be governed by the rules and regulations of the institution. Further details regarding your duties, responsibilities, and terms of employment will be shared with you separately.

Kindly confirm your acceptance of this appointment by signing and returning a copy of this letter.

We look forward to your valuable contribution.

Sincerely,

Principal

**Principal**

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Date: 11/06/2025

**Acceptance Letter**

To,  
The Principal  
Vidya Niketan college of Engineering, Bota


Dear Sir/Madam,

I, Mr.Wakchaure P.N, am pleased to accept the appointment as a Member of Student Counsellor at your esteemed institute with effect from 11/06/2025.

I am grateful for the opportunity and assure you that I will carry out my responsibilities sincerely and diligently. I will adhere to the prescribed schedule and perform all duties as outlined in the appointment letter, including student counselling, maintaining records, and coordinating with faculty and administration.

I look forward to contributing positively to the well-being and development of the students.

Thanking you.

  
Yours faithfully,  
Mr.Wakchaure P.N



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Date : 11/06/2025

**APPOINTMENT ORDER**

To,

Mr. Kolhe Abhijit S.

VNCOE,Bota

Subject: Appointment as Member of Student Counsellor Cell.

Dear Mr. Kolhe Abhijit S.,

We are pleased to inform you that you have been appointed as a Member of Student Counsellor Cell at our institution, effective from 11/06/2025

In this role, you will be responsible for providing guidance and counselling to students on academic, personal, and career-related matters. You are expected to support student well-being, maintain confidentiality, and collaborate with faculty and administration to ensure a positive learning environment.

Your appointment will be governed by the rules and regulations of the institution. Further details regarding your duties, responsibilities, and terms of employment will be shared with you separately.

Kindly confirm your acceptance of this appointment by signing and returning a copy of this letter.

We look forward to your valuable contribution.

Sincerely,



  
Principal

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Date: 11/06/2025

### Acceptance Letter

To,  
The Principal  
Vidya Niketan college of Engineering, Bota

Dear Sir/Madam,

I, Mr.Kolhe Abhijit S, am pleased to accept the appointment as a Member of Student Counsellor at your esteemed institute with effect from 11/06/2025.

I am grateful for the opportunity and assure you that I will carry out my responsibilities sincerely and diligently. I will adhere to the prescribed schedule and perform all duties as outlined in the appointment letter, including student counselling, maintaining records, and coordinating with faculty and administration.

I look forward to contributing positively to the well-being and development of the students.

Thanking you.

Yours faithfully,  
Mr.Kolhe Abhijit S



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Date : 11/06/2025

**APPOINTMENT ORDER**

To,  
Mr. Babar Vinayak S.  
VNCOE, Bota

Subject: Appointment as Student Representative of Student Counsellor Cell.

Dear Mr. Babar Vinayak S.,

We are pleased to inform you that you have been appointed as a Student Representative of Student Counsellor Cell at our institution, effective from 11/06/2025

In this role, you will be responsible for providing guidance and counselling to students on academic, personal, and career-related matters. You are expected to support student well-being, maintain confidentiality, and collaborate with faculty and administration to ensure a positive learning environment.

Your appointment will be governed by the rules and regulations of the institution. Further details regarding your duties, responsibilities, and terms of employment will be shared with you separately.

Kindly confirm your acceptance of this appointment by signing and returning a copy of this letter.

We look forward to your valuable contribution.

Sincerely,

  
Principal



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Date: 11/06/2025

### Acceptance Letter

To,  
The Principal  
Vidya Niketan college of Engineering, Bota

Dear Sir/Madam,

I, Mr. Babar Vinayk, am pleased to accept the appointment as a Student Representative of Student Counsellor Committee at your esteemed institute with effect from 11/06/2025..

I am grateful for the opportunity and assure you that I will carry out my responsibilities sincerely and diligently. I will adhere to the prescribed schedule and perform all duties as outlined in the appointment letter, including student counselling, maintaining records, and coordinating with faculty and administration.

I look forward to contributing positively to the well-being and development of the students.

Thanking you.

Yours faithfully,  
Mr. Babar Vinayk



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Date:-11/06/2025

**APPOINTMENT ORDER**

To,  
APPOINTMENT ORDER  
Ms. Dherange Yogeshwari R.  
VNCOE,Bota

Subject: Appointment as Student Representative of Student Counsellor Cell.

Dear Ms. Dherange Yogeshwari R.,

We are pleased to inform you that you have been appointed as a Student Representative of Student Counsellor Cell at our institution, effective from 11/06/2025

In this role, you will be responsible for providing guidance and counselling to students on academic, personal, and career-related matters. You are expected to support student well-being, maintain confidentiality, and collaborate with faculty and administration to ensure a positive learning environment.

Your appointment will be governed by the rules and regulations of the institution. Further details regarding your duties, responsibilities, and terms of employment will be shared with you separately.

Kindly confirm your acceptance of this appointment by signing and returning a copy of this letter.

We look forward to your valuable contribution.

Sincerely,

  
Principal



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Date: 11/06/2025

**Acceptance Letter**

To,  
The Principal  
Vidya Niketan college of Engineering, Bota


Dear Sir/Madam,

I, Ms.Dherange Yogeshwari, am pleased to accept the appointment as a Student Representative of Student Counsellor Committee at your esteemed institute with effect from 11/06/2025

I am grateful for the opportunity and assure you that I will carry out my responsibilities sincerely and diligently. I will adhere to the prescribed schedule and perform all duties as outlined in the appointment letter, including student counselling, maintaining records, and coordinating with faculty and administration.

I look forward to contributing positively to the well-being and development of the students.

Thanking you.

  
Yours faithfully,  
Ms.Dherange Yogeshwari