



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

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
Vitha
11/06/2025




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



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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