



**SAGAR GROUP OF INSTITUTIONS
FOOD AND AGRI BUSINESS SCHOOL**

Ref No: SGI/APT/06/2025

Date: 02/06/2025

To

Dr. Shaik Reshma Sulthana
Assistant Professor
LIG-202, Housing Board Colony,
Ongole, Prakasam District,
Andhra Pradesh, PIN-523001
Mobile No.: 8008498829
Email ID - sultanashaik06@gmail.com

Dear Dr. Reshma,

We are pleased to inform you that you have been selected for the position of **"Student Counsellor"** at **Sagar Group of Institutions**. Based on your performance, the management has decided to appoint you on the following terms and conditions:

1. Position

You are appointed to the post of **Student Counsellor** with effect from **02nd June' 2025**.

2. Reporting

You shall report to the Director of the Institution, or any person authorized by the Management.

3. Job Responsibilities

Your duties include, but are not limited to:

- Providing counselling support to students for academic, emotional, and personal issues.
- Conducting one-to-one and group counselling sessions.
- Monitoring student progress and maintaining confidential records.
- Coordinating with faculty and parents when required.
- Preparing counselling reports and submitting them to the management regularly.



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Campus: SVVR Educational Society, Flame of Forest, Chevella-Urella Road, Urella (R&V), Chevella (M), Ranga Reddy District, PIN-501503, Telangana.

Mobile No: +91-8886300066 / 8886301166, **Website:** www.sgi.ac.in



4. Working Hours

You are required to follow the regular working schedule of the College and participate in academic /administrative activities assigned by the management.

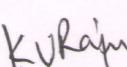
5. Code of Conduct

You must follow all institutional rules, regulations, ethics, and confidentiality norms. Any misconduct or violation may result in disciplinary action.

We welcome you to our institution and look forward to your valuable contribution towards overall student development.

Please sign and return the duplicate copy of this letter as a token of acceptance.

For Sagar Group of Institutions


Prof. K. V. Raju
Director



Employee Acceptance

I, Dr. Shaik Reshma Sulthana, accept the appointment on the terms and conditions mentioned above.

Dr. Shaik Reshma Sulthana

Date:02/06/2025

Place: Chevella

