

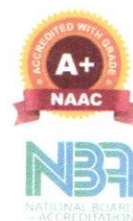


Estd. 2010  
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# INTERNATIONAL SCHOOL OF TECHNOLOGY AND SCIENCES

UGC AUTONOMOUS INSTITUTION

(Recognized under 2(f)12(B) of UGC Act 1956. Approved By AICTE, Permanently Affiliated to JNTUK)  
Aswaraopeta Road, Jangareddygudem, Eluru Dist. - 534 447, A.P.



*We Engineer Engineers.....*

April 05, 2025

## Student Counselling System

Safety of students is one of the important concerns of the University Grants Commission (UGC). Therefore, the UGC formulated guidelines for students' safety on and off campus of Higher Educational Institutions (HEI). One of the important constituents of the guidelines for HEI was to mandatorily put in place a 'Student Counselling System' for effective redressal of grievances and challenges faced by students. As per the direction of the UGC, **International School of Technology and Sciences(Offcampus), Jangareddy Gudem, Eluru Dist.** has constituted a Student Counselling System for creating a platform for students to interact and share their problems with the College authorities at various levels. The College involves teachers who act as mentors, guides, and sometimes local guardians of students. These faculty members interact with students and try to cater to their emotional and intellectual needs. They also guide students on their career prospects.

### ***Composition of Student Counseling Committee :(A.Y. 2024-25 to 2025-26)***

Sno	Name of the Member	Designation	Contact Details
1	Dr. Rajasree Rao	Chairperson	9505506101 <a href="mailto:principal@ists.ac.in">principal@ists.ac.in</a>
2	Dr Karri Rama Reddy	Psychologist	9505506111 <a href="mailto:drkrreddy@gmail.com">drkrreddy@gmail.com</a>
3	Dr. R.Prasad Rayi	Faculty Member	6301385045 <a href="mailto:prasadrayi@gmail.com">prasadrayi@gmail.com</a>
4	Mr.Riyaz Ahmed Khan	Faculty Member	995173990 <a href="mailto:riazkhan.p@gmail.com">riazkhan.p@gmail.com</a>
5	Ms.P.Indrani	Faculty Member	6304855450 <a href="mailto:indranisailakshmi@gmail.com">indranisailakshmi@gmail.com</a>
6	Mr.P.Nagaraju	Faculty Member	964041033 <a href="mailto:Nagaraju.ece.jrg@gmail.com">Nagaraju.ece.jrg@gmail.com</a>
7	Mr.Namburi Nageswara Rao	Faculty Member	9866235054 <a href="mailto:Nageswararao5054@gmail.com">Nageswararao5054@gmail.com</a>

8	Mr.B.Siddayya	Faculty Member	9666166136 Sidhumaths143@gmail.com
9	Ms.Emmanni Hemani	Student Member	6305715083 hemaniemmani@gmail.com
10	Mr. Nagubandi Bhuvanesh	Student Member	6309105469 nbhuvanesh@gmail.com
11	Ms. Chilla Navyasri	Student Member	9515568269 chnavyasri@gmail.com
12	Mr. Jonuboina Venkanna Babu	Student Member	8688151830 jonuboinavenkannababu@gmail.com
13	Mr. Kannaji Chatanya Krishna Rao	Student Member	7842286806 vamsikandikatla@gmail.com

The functioning of the Student Counselling System of the College is as follows:

#### **Stage I: Assigning mentors/guides to students**

Teacher-in-charge of all departments are informed to assign mentors/guides to each student in the department.

A group of maximum 25 students is assigned to a mentor.

All mentors are required to hold meetings with assigned students regularly.

A log book should be prepared to maintain record of attendance and issues.

The minutes of such meetings are to be recorded.

Mentors are required to note down the concerns raised by students and take appropriate action to address the issue.

If required, concerns/issues of students can be kept confidential.

#### **Stage II: Submission of Report**

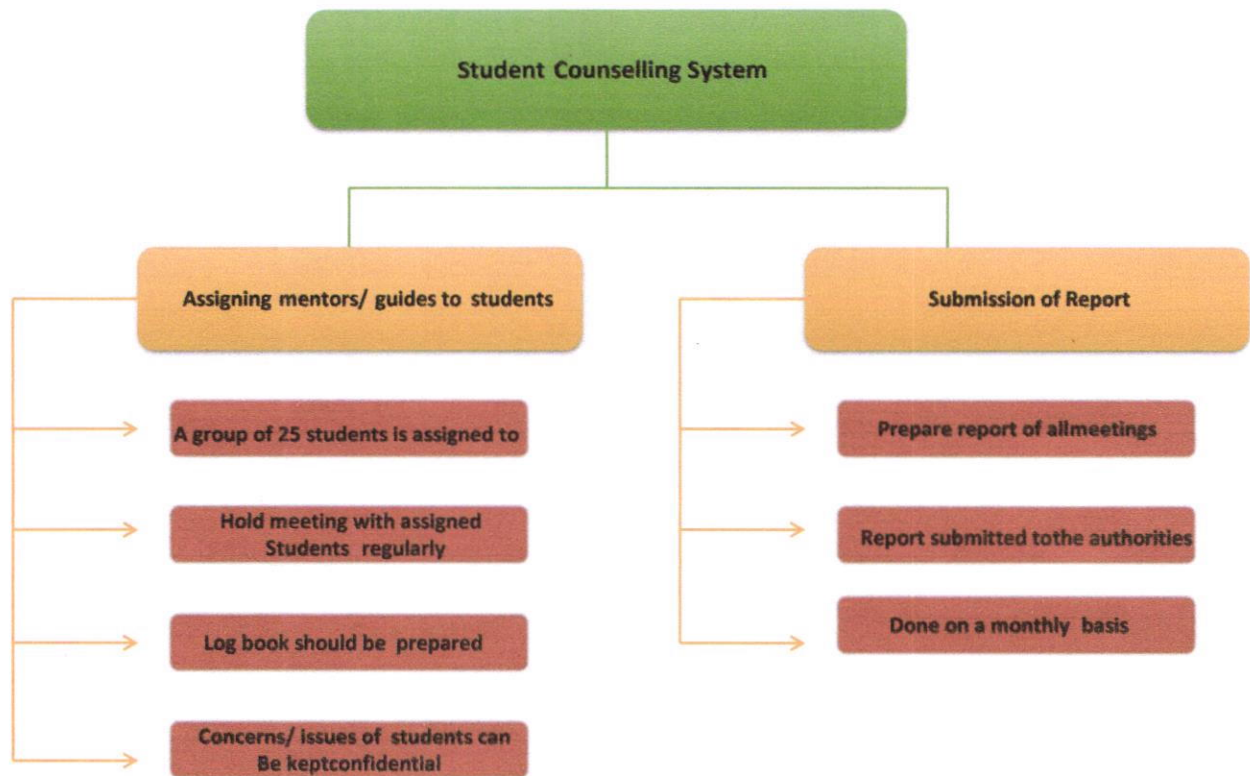
Mentors are required to prepare report of all meetings and issues raised and addressed by students and the same is to be submitted to the authorities/departments.

It shall be done on a monthly basis.



## **Guidelines for Mentor-Mentee Program**

1. As per the guidelines of the National Assessment and Accreditation Council (NAAC), all faculty members should engage in mentoring students in order to enhance teaching-learning skills and the overall quality of higher education.
2. The mentorship is intended to support building academic leaders who have knowledge, skills and abilities through guidance and counseling by mentors.
3. For efficient outcome of the program, each teacher should be allotted a group of students by their respective departments for mentoring the students of the group assigned to them.
4. All the departments should assign mentors for students.
5. The aim of the mentor-mentee program is to ensure that the teachers are in constant dialogue with their students or mentees to cater to their learning needs.
6. The mentors are advised to maintain regular contact with their mentees by organizing a meeting session at least once in a month.
7. The mentors should maintain the minutes of the each meeting along with the attendance record, required details of the students (name, roll number and year of the students who were present in the meeting), and meeting details (date, time and link of the meeting).
8. Any grievances received from the students should be resolved at the department level and the Action Taken Report (ATR) should be prepared.
9. Mentors should submit the minutes of every meeting along with the attendance record and the ATR, if any, to the NAAC/ IQAC Coordinator of the respective department, at the end of each semester.



*Rajasee*  
Principal  
15/4/23  
Principal  
International School of Technology  
and Sciences  
Jangareddygudem.



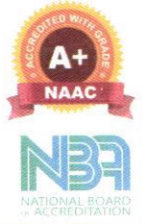


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*We Engineer Engineers.....*

April 5, 2025

To  
Dr Karri Rama Reddy , MBBS, MD(Psychology),  
Manasa Hospital  
Rajamahendravaram – 533101

## **APPOINTMENT ORDER**

Based on your interview dated 05.04.2025, we take pleasure in appointing you as a STUDENT COUNSELLOR at International School of Technology and Sciences-Offcampus, Jangareddy Gudem, Eluru Dist -534447 with effect from the date of joining.

1. You will be on probation for a period of two years which may be extended at the discretion of the trust for such further period or periods as it may deem fit.
2. You may be considered for confirmation on completion of the probationary period if your services are found to be satisfactory.
3. You will be paid a monthly salary as applicable to the post to which you are appointed as fixed by the Trust from time to time.
4. You will be retired from service on your completion of 58 years of age, unless the Trust at its discretion for special reasons permit you to continue thereafter.
5. On your retirement or earlier termination, you shall handover all papers, documents, and any other properties belonging to the Trust or which have been entrusted to you or received by you in the course of your employment with the Trust.
6. Resignation if any submitted by the applicant will be accepted only at the end of academic year for issuing relieving orders.
7. You shall not apply for any job outside, while in our service, without prior written permission from the Society
8. You should be willing to accept transfer to any post within our Organisation.
9. Although your normal work will consist of the duties assigned to you in the capacity mentioned above, you may at any time be called upon to discharge any other duties which, in the opinion of the Trust, or within your capacity and ability to discharge and you will forthwith undertake to discharge those duties with diligence and care.
10. Your services may be terminated by giving one month notice in writing by either side. However, no notice will be required to be given in case your services are terminated for any misconduct / indiscipline.
11. If and when information furnished by you in your application regarding your qualification, previous experience, employment etc., are found to be incorrect or not true, you will be liable for dismissal and such further action as the Trust deems fit.
12. You shall confirm to the Rules and Regulations of the Trust that are in force and may be framed from time to time.

We are looking forward to a long and rewarding working relationship and we will endeavour to support your work every way. Please indicate your acceptance of this offer of appointment by returning a signed duplicate copy of this appointment order.

*Rajasee*  
Principal

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International School of Technology  
and Sciences

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and Sciences

