

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, औरंगाबाद
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY,
AURANGABAD

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सं.रा.इ.सू.प्रौ.सं.-औ/003/035/2021/ रि.सं
No.NIELIT-A/003/035/2021/Rep.Str.

20 जुलाई 2023
July 20, 2023

कार्यालय आदेश सं. 34 /OFFICE ORDER No.34

It has been decided that Shri Anil Raina, Joint Director (Tech) will function as Student Counsellor/Faculty Advisor to the Centre with immediate effect.

As a student counselor, Shri Raina will carry out broadly the following functions/duties:

1. Listening to students' academic, emotional, social, and behavioral concerns in an open and non-judgemental way.
2. Working directly with students to develop solutions and set achievable goals.
3. Assisting with conflict mediation and resolution between students, students and teachers, or parents and teachers to ensure students' goals are not disrupted.
4. Providing one-on-one career guidance and skills assessment to assist with career development.
5. Helping students to prepare for admissions applications and tests.
6. Providing students with materials related to a career of their choice or career counseling to suit their skills.
7. Developing, monitoring, and assisting with counseling programs.
8. Offering referrals to outside resources, such as for mental health, substance abuse, or vocational-related activities.
9. Reporting student issues to the appropriate authorities if neglect or abuse is suspected.

As a Faculty Advisor, Shri Raina will carry the following functions/duties:
Serve as a representative of NIELIT Aurangabad with outside agencies

1. Provide mentorship and guidance to NIELIT Students .
2. Ensure team development and implement quality programs as per the requirements set by NIELIT Aurangabad.
3. Provide mentorship and guidance .
4. Serve as an advocate for NIELIT on and off campus

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5. Provide guidance to the NIELIT Students on its outreach programmes
6. Maintain mutually beneficial relationships with students and management
7. Ensure Students issues are resolved amicably before getting reported to Grievance Redressal Cell.

Shri Anil Raina will report to Shri Sasi Kumar Gera, Scientist 'F' for all matters related to the Student Counsellor/Faculty Advisor.

(डॉ. जयराज यु. किडाव)/(Dr. Jayaraj U. Kidav)
कार्यकारी निदेशक/Executive Director

To

All concerned

- Copy to:
1. SPS to ED
 2. All Group Heads
 3. Accounts Section
 4. Joint Director (Finance)
 5. Deputy Director (P&A)
 6. Web Administrator