



**OFFICE ORDER**

**Appointment of Student Counseling Committee**

The following are the members of the Students Counseling Committee for the year 2023-24.

Sr. no.	Name of the Faculty	Designation	Designation in Committee	Mobile No	E-mail address
1	Prof. Ayub A. Tamboli	Principal	Chairman	9765733518	ayub.tamboli@zealeducation .com
2	Prof. Vidhya B. Bhagat	Counsellor	Student Counseling Officer	8605303579	vidhya.bhagat@zealeducation .com
3	Prof. Devidas M. Pathak	HOD Mechanical Engg.	Member	9822345269	devidas.pathak@zealeducation.com
4	Prof. Prashant L. Jadhav	HOD Civil Engg.	Member	9689663173	prashant.jadhav@zealeducation.com
5	Prof. Vijay B. Mohite	HOD Computer Engg.	Member	9822493209	vijay.mohite@education.com
6	Prof. Sonali N. Navale	HOD E& TC Engg.	Member	9822226471	sonali.navale@zealeducation.com
7	Prof. Ramesh K. Mandale	HOD Electrical Engg.	Member	8208399582	ramesh.mandale@zealeducation.com

**Responsibilities of the Committee :**

- On receipt of any grievance of the Student, the Students Counseling Officer and Secretary shall inform the chairman and do the needed actions to resolve the problem / grievance.
- All the staff member of the Institute may also report –any untoward happening ,their observance regarding any events etc. in the campus of the institute –to the Students Counseling Officer and the Chairman and help get resolve the problem with discussions at the meeting and or with suitable action.
- The committee should meet once in a month to discuss any matter concerning the students.
- The students counseling officer shall also arrange to call any urgent meeting, if any situation warrants to do so.



### **Responsibilities of Students Counseling Officer:**

The student counseling officer and all the staff of the institution in particular should:

- Listen to student concerns about academic, emotional or social problems
- Mediate conflict between students and teachers
- Improve parents /teacher relationship
- Assist with college application ,jobs and scholarship
- Faculties anti-ragging, drug and al alcohol prevention programs
- Organize peer counseling.
- Refer students to psychologists and other mental health resources
- Work on academic boards to improve learning condition.
- Help students understand and overcome social or behavioral problem through individual and group counseling.
- Help students to develop skills, such as organization, time management and effective study habits.
- Help students set realistic academic and career goals and develop a plan to achieve them.
- Help students inculcate human value and understand the rights and duties envisaged the constitute of India to be good citizen.



  
22-7-23  
**PRINCIPAL**  
ZES's Zeal Polytechnic  
Narhe, Pune - 411 001.