



To,
Ms. Piyali Paul
Defense Colony, DM Road,
Azamgarh, U.P.

Dear Sir/Ma'am,

You are appointed as counsellor for Exalt College of Management and Technology with 02/04/2026 with consulted Salary 40,000 per Month.
Your Responsibility will be mentioned below.

1. Leading the team of Counsellor.
2. Developing and implement an all-encompassing educational and counseling plan.
3. Fostering equal opportunity practices and encourage students' association
4. Paying attention to cultural or social differences in dealing with the students.
5. Develop and implement an all-encompassing educational and counseling plan with modern methods of teaching and mentoring.
6. Foster equal opportunity practices and encourage students' association.
7. Conduct group or individual counselling sessions to assist students with problems or concerns.
8. Assess Students' attributes (KSAOs) and help them realize their strengths.
9. Evaluate the Progress of students and reinforce the sense of accomplishment.
10. Identify behavioral problems or at-risk students act appropriately.
11. Cooperate with parents and teachers as well as other interested parties.
12. Complete assessments and tests, analysis results and provide feedback.
13. Study and update student records.

Dr. Pramod Kumar
Director

Copy to:

1. Director's/ Dean's/ HOD's
2. Registrar
3. Warden
4. All concern