



D Y PATIL
COLLEGE of
AGRICULTURAL ENGINEERING
& TECHNOLOGY
TALSANDE

(Affiliated to M.P.K.V., Rahuri)

Ref. No.: DYPES/DDYPCAET/ACD./ 18(A) / of 2025

Date: 16/06/2025

OFFICE ORDER

To,

Dr. P. S. Bandgar,
HOD, Dept. of REE,
DYP CAET, Talsande.

You are hereby appointed as **Chief Counsellor** for D. Y. Patil College of Agricultural Engineering & Technology, Talsande for the Academic Year 2025–26.

Responsibilities of Counselling Meeting In-Charge are listed below:

1. To plan, schedule and conduct counselling meetings for students as per academic requirements.
2. To prepare counselling schedules and communicate the same to students and faculty members in advance.
3. To ensure proper venue arrangement and smooth conduct of counselling meetings.
4. To coordinate with class teachers, faculty advisors and concerned departments for student counselling.
5. To maintain attendance and records of counselling sessions conducted.
6. To identify academic, personal or behavioral issues of students and guide them appropriately.
7. To submit counselling reports and records to the concerned authority as and when required.
8. To ensure confidentiality and ethical conduct during counselling sessions.

Note -:

- All counselling activities should be conducted as per institutional norms and guidelines.

PRINCIPAL
Dr. D. Y. Patil College of
Agricultural Engineering and Technology
Talsande, Dist.- Kolhapur.

Copy to :

- 1) Dr. P. S. Bandgar – for needful action
- 2) Er. P. D. Ukey, Vice Principal, DYP CAET, Talsande – for information
- 3) All Heads of Departments – for information
- 4) Office Record