

SWAMI DEVI DYAL INSTITUTE OF MANAGEMENT STUDIES

Village - GOLPURA, Tehsil - BARWALA, Distt. - PANCHKULA(HR)-134118

Telephone No.: 01734 - 258625, 258624

Fax: 01734-258298

Ref.No.:981/SDDIMS/25

Dated:05-12-2025

STUDENT COUNSELOR

With reference to the AICTE Application No. 1-46219249370 of Swami Devi Dyal Institute of Management Studies, Golpura, Barwala, Distt.- Panchkula (Permanent ID No.1-455900841),The Institute has a very robust student counseling mechanism in place to facilitate mental wellness of students. Ms. Varsha Bhatt has been appointed as student Counselor to look after the psychological counseling of the students. In addition, she is assisted by a team of mentore and other staff to carry out the assigned task successfully. For this the following facilities exist:

- (A). **Student Mentors** - Each Department has faculty mentors nominated for a group of students. These mentors interact with students especially those found weak in academics or otherwise. They prepare mentoring notes and which are kept in the Department. Special cases are referred to Dean, Students, who communicates with them and their parents also, if the need be, to resolve the issues.
- (B). **Student Counseling Centre**- A student counseling committee has been notified through an office order which comprises of Senior Faculty, Chief Warden, Lady Warden, Psychologist and student members. A counseling request drop box has been installed outside the Library. Any student can drop a request for any counseling requirement on any kind of matter. He/she shall be contacted confidentially and facilitated in addressing the counseling need.



Principal
Swami Devi Dyal Institute
of Management Studies
GOLPURA, Barwala (Pkl.)

Director Principal

SDDIMS



SWAMI DEVI DYAL HI-TECH EDUCATION ACADEMY

Ref. No.SDDGPI/HR/PKL/2024/.0db.

Dated: 30.1.2024

To,

Ms. Varsha Bhatt
Vill. Badona Khurd
Distt.Panchkula, Haryana-134204

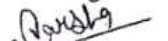
Subject: Appointment letter For the Post of Psychology Counsellor in Swami Devi Dyal Group of Professional Institutions.

Dear Mam,

We are pleased to offer you the position of **Psychology Counsellor** at **Swami Devi Dyal Group of Professional Institutions**. This appointment is based on your application and subsequent interview held on **May 27, 2024**. Below are the terms and conditions of your appointment:

- **Salary:** You will receive a consolidated salary of **Rs. 15000/- per month**, subject to deduction of TDS as per applicable rules.
- **Leave Policy:** Employees are entitled to one casual leave (CL) per month. Compensatory leave (CPL) will be granted for any extra working day beyond the regular schedule. Accumulated CPLs can be used in accordance with the institution's leave policy. All holidays will be granted as per the institution's Holiday Calendar. Unauthorized absences may result in salary deductions or disciplinary action.
- **Probationary Period:** Your appointment will initially be on a **probationary basis for three months**. Confirmation of your services will depend on the submission of a satisfactory performance report from the Selection Committee appointed by the Competent Authority. This probationary period may be extended up to **11 months** at the Management's discretion, based on your performance.
- **Termination During Probation:** If your appointment is not confirmed, the Management reserves the right to terminate your employment with **immediate effect** and without any further notice or financial compensation.
- **Admission Session Restriction:** You are not permitted to leave the Institute during an admission session. If you do, you will be required to pay a penalty equivalent to **three months' salary**.
- **Institute Rules:** Employees are subject to the rules and regulations of the Institute, which may be amended from time to time. All leaves or breaks in service require prior approval from the appropriate authority.
- **Working Hours and Reporting Time:** You are required to report to work from **9:00 AM to 04:30 PM** (including lunch and tea breaks) from **Monday to Saturday**. Your date of joining will be **May 29, 2024**, and you will be appointed in the Admin Department. .
- **False Information and Misconduct:** If any information provided by you is found to be false or misrepresented, the Management has the right to terminate your employment immediately without notice. Any gross misconduct will also lead to immediate termination.
- **Resignation:** you are required to provide **three months' notice** or pay the equivalent salary for the notice period. The Management, under performance or other justifiable reasons, may relieve you with **one month's notice** or salary in lieu thereof.

Please acknowledge the receipt of this appointment letter and confirm your acceptance of the terms and conditions mentioned herein. We look forward to your immediate joining. Failure to do so will result in this offer being withdrawn.


Accepted:
Ms. Varsha Bhatt


Registrar
(SDDGPI)

Email - queries@sddgpi.com | Web - www.sddgpi.com

Contact No.: 1800-309-9494 | Vill.: Golpura, Teh.: Barwala, Distt.: Panchkula (Haryana) □ 134118