



Cell : 7981702122
email : principalbitsrayachoty@gmail.com

BHASKAR INSTITUTE OF TECHNOLOGY AND SCIENCE

Rayachoty to Kadapa Highway, Bandapalli, Masapet Post,
RAYACHOTY - 516 270, Annamayya Dist.,

Date : 06/03/2026...

Ref No: BITS/ SCC/STUDENT COUNSELING COMMITTEE/2025-26/02

CONSTITUTION OF STUDENT COUNSELING COMMITTEE

In accordance with the mandates stipulated in the AICTE Approval Process Handbook regarding student support systems, the management of **Bhaskar Institute of Technology and Science** is pleased to constitute the **Student Counseling Committee** for the Academic Year :2026-2027.

1. Purpose

The committee is established to provide academic, psychological, and vocational support to students, fostering an environment conducive to holistic development and student well-being.

2. Composition of the Committee

S.No	Designation	Name & Designation	Contact Information
1	Dr. ACS Reddy	Principal	principalbitsrayachoty@gmail.com
2	Mrs. Sumiya Sulthana	Assoc. Professor	Email: Sulthana90@gmail.com
3	Professional Counselor	Mr. P. Srikanth (M.Sc Phycology)	Email. Srikanth34@gmail.com
4	Mrs. Mamatha	Asst. Professor	Email: mamathamamatha3@gmail.com

3. Terms of Reference

The committee shall be governed by the following operational directives:

- Meeting Frequency:** The committee shall convene at least once every calendar month.
- Confidentiality:** All proceedings involving specific student cases shall be strictly confidential. Records shall be maintained in a secure, digital, or physical repository accessible only to the Professional Counselor and the Chairperson.
- Referral Mechanism:** Faculty members or students may refer cases to the committee via Email/Drop-box/Physical visit to Counselor Office.

4. Roles & Responsibilities

- Chairperson:** Provides administrative support and ensures budget allocation for counseling resources.
- Professional Counselor:** Conducts one-on-one sessions, provides clinical expertise, and suggests intervention strategies.
- Member Secretary:** Coordinates meetings, maintains documentation, and facilitates communication between departments.

ACS Reddy
06/03/26

Principal
PRINCIPAL

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BANDAPALLI
ANNAMAYYA (DT) - 516270**