

# Rishi Ramnaresh Technical Institute

MOLANAPUR, (DUBARI) MADHUBAN  
DISTT.- MAU (U.P.) 221601

Ref: RRTI/Dir.off /App.co/1298

Date: 18.09.2025

To,  
Mr. Sudhir Sharma  
Ram Vatika Colony  
Road no 2, Mau

Dear Sir,

You are appointed as counsellor for Rishi Ramnaresh Technical Institute with 15/07/2025.

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.

  
Principal  
Rishi Ramnaresh Technical Institute  
Molanpur, Mau, U.P.

Copy to:

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