



APPOINTMENT LETTER

(Counsellor - Psychological & Mental Health Support)

Ref. No.: 36

Date: 21/07/2025

To,
Dr. Sanskriti Sharma
Address: G-3/302, Kamal Apartment No.-2,
Power House Road, Banipark, Jaipur

Subject: Appointment as Counsellor for Psychological & Mental Health Counselling Services

Dear (Dr.) Sanskriti Sharma,

With reference to your qualifications, experience and willingness to provide counselling services, we are pleased to appoint you as a Counsellor (Psychological / Mental Health Support) for S.S.G. PAREEK P.G. COLLEGE, BANIPARK, JAIPUR College, with effect from 21/07/2025.

You are hereby appointed to provide professional counselling and guidance services for Students, Teaching Faculty and Non-Teaching Staff of the institution to promote mental well-being and emotional health.

Scope of Work / Responsibilities

Your responsibilities will include, but not be limited to:

1. Providing psychological counselling support to students, faculty members and non-teaching staff.
2. Conducting one-to-one counselling sessions for stress, anxiety, depression, emotional issues, behavioural concerns, academic pressure, etc.
3. Conducting group counselling sessions and awareness programs on mental health and emotional well-being.
4. Guiding individuals on coping mechanisms, stress management and positive behavioural practices.
5. Maintaining confidentiality and ethical standards as per counselling norms.
6. Coordinating with the institution's Internal Committees/Student Welfare Committee whenever required.



S.S.G. PAREEK P.G. COLLEGE



(Affiliated to the University of Rajasthan)

Estd.- 1906

Accredited with B++ Grade by NAAC-UGC

Remuneration / Honorarium

You will be paid an honorarium of Rs.15000/- per month, subject to institutional norms and approval.

We look forward to your valuable support in strengthening the mental health and wellness ecosystem of our institution.

Kindly sign and return the duplicate copy of this letter as a token of acceptance.

Thanking You,

Yours sincerely,

Name: Prof. N.M. Sharma

Designation: Principal

PRINCIPAL
S.S.G. PAREEK P.G. COLLEGE
JAIPUR