



Office Order No: SP/SC/2025-26/279/5

Date: 12/08/2025

To,
Mr. Akhil A. Raut,
Lecturer, Department of Mechanical Engineering,
Sai Polytechnic, Kinhi (Jawade)

Subject: Appointment of Student Counselor for the Academic Year 2025-26

In continuation of the ongoing academic session for the year 2025-26, the following order is issued:

Mr. Akhil A. Raut, Lecturer, Department of Mechanical Engineering, is hereby appointed as the **Student Counselor** for the academic year 2025-26. He will be responsible for the following duties:

- Guiding and mentoring students in academic, personal, and career-related matters.
- Facilitating student welfare programs, workshops, and events.
- Assisting students with their overall development and addressing their concerns.
- Acting as the liaison between students and faculty members to improve communication.
- Maintaining a record of counseling sessions and providing necessary feedback to the management.
- Encouraging and promoting a healthy, positive environment for students.

This order is effective from the beginning of the academic year and will remain in force until further notice.

For any further clarifications or guidance, Mr. Akhil A. Raut may be contacted during working hours.

Copy to:

1) All HOD (AI, CE, CM, EE, ME and First Year Dept.)




Principal
Principal
Sai Polytechnic Kinhi (J)