



BISHOP BENZIGER COLLEGE

OF NURSING

Accredited by NAAC,

Member of United Nations Academic Impact Program

Approved Research Centre of Kerala University of Health Sciences



7.1.2 - Appointment Letter for Counsellor



Bishop Benziger College of Nursing

(Accredited by NAAC with B grade)

P.B. No. 46, Sastri Jn., Kollam - 691001, Kerala, India.

(Recognized by INC, KNMC and Affiliated to Kerala University of Health Sciences)

BBCON/567/18

14.05.2018

PROCEEDINGS OF THE MANAGER

Sub: Contract appointment as Counsellor and Academic Consultant in Bishop Benziger College of Nursing- reg:-

The management is pleased to appoint Dr. Sindha H Mendez, Retd. Professor of Education as part time Counsellor and Academic Consultant in the Bishop Benziger College of Nursing, Kollam on contract basis for a period of one year from the date of joining in the institution. Contract appointment is terminable on either side by issuing one month notice.

Service shall be made available for three day/ week (Monday / Wednesday / Friday, Time: 9.00am -4.00pm or 10.00am – 5.00pm). Day lost can be compensated on other working day of the week.

Duties and responsibilities of Counsellor and Academic Consultant will be as follows:-

1. Counselling session shall be arranged as per the request, needs and requirement and convenience of students and the institution through proper reference recommendation of class coordinator/ Principal.
2. Special common guidance/ general counselling and motivation session can be conducted by the counsellor at least once a week for a batch of students together depending on the time slots in the college/ school schedule and sanction of Principal (4 classes in all in a month engaging four different batches. One hour duration 4 hours in a month).
3. Academic consultant in subject like Nursing Education and Research for UG / PG.
4. Weekly theory hours allocation shall be 4 hours. Hours allotted per week may vary depending on the academic plan (120 hrs. / academic year)
5. Service as a member in institutional ethics committee.
6. Guidance support for PG / UG students in their research project.
7. Editorial guidance in research related publication from the college.

Other terms/ conditions

1. 8 days of casual leave and all other public holidays eligible for faculty can be availed.
2. Office space shall be arranged in the heritage building

For Governing Board

**Manager
MANAGER**

BISHOP BENZIGER COLLEGE OF NURSING
KOLLAM - 1, KERALA

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Received the original

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17/5/2018