



॥ विद्या सर्वस्य भूषणम् ॥

PRABODHAN EDUCATION SOCIETY'S

**VIDYA PRABODHINI COLLEGE
OF COMMERCE, EDUCATION, COMPUTER & MANAGEMENT**

(Recognised by Govt. of Goa, UGC under Section 2(f) and 12(B) of the UGC Act 1956 & Affiliated to
Goa University) and Approved by NCTE

Accredited by NAAC with B+ Grade on a Seven Point Scale under New Framework (1st Cycle)



2018-2019



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PRABODHAN EDUCATION SOCIETY'S

**Vidya Prabodhini College of Commerce,
Education, Computer & Management**

(Recognised by Government of Goa, Affiliated to Goa University & Approved by NCTE)
VIDYANAGAR, ALTO, PARVARI - GOA (INDIA) 403 521

Ph : 2410500/2413600, Fax: 2410500
www.vidyaprabodhnicollege.edu.in

Email: vidyaprabodhinigoa@gmail.com
info@vidyaprabodhnicollege.edu.in

Ref:VPCECM/2018-19/265

Date: 10th August, 2018.

OFFER OF APPOINTMENT FOR THE POST OF COUNSELLOR

To,
Ms. Vidhi Ashok Dand,
'Darsha', H.No. 1682,
Behind Old Police Quarters,
Near Riddhi Siddhi Apartments,
Parvuri - Goa

Dear Madam,

With reference to your application dated 21/07/2018 and the subsequent interview held on 21/07/2018, the Governing Body of Prabodhan Education Society, is pleased to inform you that you are hereby offered an Offer of Appointment to the post of **Counsellor** in our Vidya Prabodhini College of Commerce, Education, Computer & Management, Parvuri - Goa on the following terms and conditions:

1. Your appointment is on purely part-time basis (Visiting basis) on the payment of remuneration of Rs. 1500/- (Rupees One thousand five hundred only) per day inclusive of TA/DA to provide Counselling to the students as per DHE Order no. 8/5/2013/DHE/ dated 04/05/2018.
2. You will do the Counselling to the students of our College thrice in a week (days specified by the College) and deal with them as directed by the Principal of the College. Each and every case should be routed through the Principal of the College and Principal will be the final authority whether to refer the case to the Counsellor or not. Counsellor should not accept any matter without the permission of the Principal and should report each and every counselling session to the Principal at the end of the day.
2. Your appointment will be for One Academic year Purely on part time basis with effect from 10/08/2018 or from the date of your joining till the end of Academic year 2018-2019. You will be paid remuneration as approved by the Directorate of Higher Education and Government of Goa.
3. Your work timings will be from 8.30 am to 5.30 pm.

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4. Your appointment is subject to approval of Directorate of Higher Education, Government of Goa.

5. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).

8. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.

9. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.

10. During the period, your services can be terminated on either side by giving one month's notice or one month's salary in lieu thereof, without assigning any reasons.

11. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.

12. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card and (e) Three passport size photographs, at the time of your joining or earlier.

13. If your acceptance is not received upto 17/08/2018, then your appointment is liable to be cancelled.

Please acknowledge the receipt of this offer.

Yours faithfully,


(Prabhakar N Bhate)
Chairman
Prabodhan Education Society
Parvati - Goa



Accepted:

Date:
Place : Parvati - Goa



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PRABODHAN EDUCATION SOCIETY'S
**Vidya Prabodhini College of Commerce,
Education, Computer and Management**

(Recognized by Govt. of Goa, Affiliated to Goa University and Approved by NCTE)

Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGC Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1st Cycle)

Ref:VPCCECM/2018-19/273a

Date: 13th August, 2018

ORDER OF APPOINTMENT FOR THE POST OF COUNSELLOR

To,
Ms. Vidhi Ashok Dand,
'Darsha', H.No. 1682,
Behind Old Police Quarters,
Near Riddhi Siddhi Apartments,
Parvari – Goa

Dear Madam,

With reference to our Offer Letter No. VPCCECM/2018-19/265 dated 10/08/2018, which is accepted by you unconditionally and approved by Directorate of Higher Education, Govt. of Goa vide its letter no. 2/76/DHE/TS/NOC/2018-19/VPC/2236 dated 09/08/2018 the Governing Body of Prabodhan Education Society, is pleased to inform you that you are hereby appointed to the post of **Counsellor** in our Vidya Prabodhini College of Commerce, Education, Computer & Management, Parvari – Goa on the following terms and conditions:

1. Your appointment is on purely part-time basis (Visiting basis) on the payment of remuneration of Rs. 1500/- (Rupees One thousand five hundred only) per day inclusive of TA/DA to provide Counselling to the students as per DHE Order no. 8/5/2013/DHE/ dated 04/05/2018.
2. You will do the Counselling to the students of our College thrice in a week (days specified by the College) and deal with them as directed by the Principal of the College. Each and every case should be routed through the Principal of the College and Principal will be the final authority whether to refer the case to the Counsellor or not. Counsellor should not accept any matter without the permission of the Principal and should report each and every counselling session to the Principal at the end of the day.
2. Your appointment will be for One Academic year Purely on part time basis with effect from 10/08/2018 or from the date of your joining till the end of Academic year 2018-2019. You will be paid remuneration as approved by the Directorate of Higher Education and Government of Goa.
3. Your work timings will be from 8.30 am to 5.30 pm.

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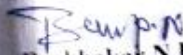


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4. Your appointment is subject to approval of Directorate of Higher Education, Government of Goa.
5. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).
8. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.
9. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.
10. During the period, your services can be terminated on either side by giving one months' notice or one month's salary in lieu thereof, without assigning any reasons.
11. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.
12. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card and (e) Three passport size photographs, at the time of your joining or earlier.
13. If your acceptance is not received upto 17/08 2018, then your appointment is liable to be cancelled.

Please acknowledge the receipt of this offer.

Yours faithfully,


(Prabhakar N Bhate)
Chairman
Prabodhan Education Society
Parvari - Goa



Accepted:

Date:

Place: Parvari - Goa



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2021-2022



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Vidyanagar, Alto-Parvari, Bardez-Goa (India) 403521

(Recognized by U.G.C. under Section 2(f) and 12 (B) of the UGS Act 1956)

Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1st Cycle)

Ref:VPCCECM/APPT/2021-22/SSS

Date: 27th November, 2021

OFFER OF APPOINTMENT FOR THE POST OF COUNSELLOR

To,

Ms. Shrishti S Tamankar,
111/A, Govind Nagar,
Tivim Industrial Estate,
Karaswada – Bardez, Goa 403526

Dear Madam,

With reference to your application dated 05/11/2021, the Governing Body of Prabodhan Education Society, is pleased to inform you that you are hereby offered an Offer of Appointment to the post of **Counsellor** in our Vidya Prabodhini College of Commerce, Education, Computer & Management, Parvari – Goa on the following terms and conditions:

1. Your appointment is purely on Contract basis on the payment of consolidated remuneration of Rs. 40000/- (Rupees forty thousand only) per month to provide Counselling to the students.
2. You will do the Counselling to the students of our College and deal with them as directed by the Principal of the College. Each and every case should be routed through the Principal of the College and Principal will be the final authority whether to refer the case to the Counsellor or not. Counsellor should not accept any matter without the permission of the Principal and should report each and every counselling session to the Principal at the end of the day.
2. Your appointment will be for One Academic year Purely on Contract basis with effect from the date of your joining till the end of Academic year 2021-2022. You will be paid remuneration as approved by the Directorate of Higher Education and Government of Goa.
3. Your work timings will be from 8.30 am to 5.30 pm.
4. Your appointment is subject to approval of Directorate of Higher Education, Government of Goa.
5. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will

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be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).

8. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.

9. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.

10. During the period, your services can be terminated on either side by giving one months' notice or one month's salary in lieu thereof, without assigning any reasons.

11. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.

12. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card and (e) Three passport size photographs, at the time of your joining or earlier.

13. You have to obtain Medical Fitness certificate before joining either from Asilo Hospital Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.

13. If your acceptance is not received upto 10/12/2021, then your appointment is liable to be cancelled.

Please acknowledge the receipt of this offer.

Yours faithfully,

**(Dr. Bhushan V Bhawe)
Principal**



Accepted:

Date:

Place : Parvati – Goa



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Ref:VPCCECM/APPT/2021-22/72

Date: 23rd December, 2021

ORDER OF APPOINTMENT FOR THE POST OF COUNSELLOR

To,
Ms. Shrishti S Tamankar,
111/A, Govind Nagar,
Tivim Industrial Estate,
Karaswada – Bardez, Goa 403526

Dear Madam,

With reference to our offer of appointment no. VPCCECM/APPT/2021-22/555 dated 27/11/2021 which is accepted by you unconditionally and approved by Directorate of Higher Education, Government of Goa vide their letter no. ACAD/AC-21/NOC/NTS/DHE/2019/5620 dated 16/12/2021 (copy enclosed), the Governing Body of Prabodhan Education Society, is pleased to appoint you as **Counsellor w.e.f. 30/11/2021** in our Vidya Prabodhini College of Commerce, Education, Computer & Management, Parvuri – Goa on the following terms and conditions:

1. Your appointment will be for One Academic year Purely on Contract basis with effect from 30/11/2021 till 30/06/2022 till the end of Academic year 2021-2022. You will be paid remuneration of Rs. 40000/- (Rupees forty thousand only) as approved by the Directorate of Higher Education and Government of Goa.
2. You will do the Counselling to the students of our College and deal with them as directed by the Principal of the College. Each and every case should be routed through the Principal of the College and Principal will be the final authority whether to refer the case to the Counsellor or not. Counsellor should not accept any matter without the permission of the Principal and should report each and every counselling session to the Principal at the end of the day.
3. Your work timings will be from 8.30 am to 5.30 pm.
4. You will communicate to us your mailing address for correspondence. Any communication sent to you at the address last communicated to us shall be deemed to be duly served on you. You will be required to promptly inform us of any changes, in your personal status (i.e. change of address, qualification, marital status, etc.).

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5. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.

6. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.

7. During the period, your services can be terminated on either side by giving one months' notice or one month's salary in lieu thereof, without assigning any reasons.

8. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.

Please acknowledge the receipt of this ORDER.

Yours faithfully,

(Sanjay P Walavalkar)
Chairman
Prabodhan Education Society
Parvari – Goa





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2022-2023



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Ref:VPCCECM/APPT/2022-23/222

Date: 14th September, 2022

OFFER OF APPOINTMENT FOR THE POST OF COLLEGE COUNSELLOR

To,
Ms. Shrishti S Tamankar,
111/A, Govind Nagar,
Tivim Industrial Estate,
Karaswada – Bardez, Goa 403526

Dear Madam,

With reference to your application dated 14/09/2022, the Governing Body of Prabodhan Education Society, is pleased to inform you that you are hereby offered an Offer of Appointment to the post of **College Counsellor** in our Vidya Prabodhini College of Commerce, Education, Computer & Management, Parvari – Goa on the following terms and conditions:

1. Your appointment is purely on Contract basis on the payment of consolidated remuneration of Rs. 40000/- (Rupees forty thousand only) per month to provide Counselling to the students.
2. You will do the Counselling to the students of our College and deal with them as directed by the Principal of the College. Each and every case should be routed through the Principal of the College and Principal will be the final authority whether to refer the case to the Counsellor or not. Counsellor should not accept any matter without the permission of the Principal and should report each and every counselling session to the Principal at the end of the day.
2. Your appointment will be for One Academic year Purely on Contract basis with effect from the date of your joining till the end of Academic year 2022-2023. You will be paid remuneration as approved by the Directorate of Higher Education and Government of Goa.
3. Your work timings will be from 8.30 am to 5.30 pm.
4. Your appointment is subject to approval of Directorate of Higher Education, Government of Goa.

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12. Your appointment will be subject to your submission of photo/attested copies of certificates in support of your (a) date of birth (b) academic qualifications (c) Relieving order from your present employer (d) PAN Card and (e) Three passport size photographs, at the time of your joining or earlier.

13. You have to obtain Medical Fitness certificate before joining either from Asilo Hospital Mapusa-Goa, Hospicio Hospital, Margao-Goa or Goa Medical College, Bambolim-Goa.

13. If your acceptance is not received upto 20/09/2022, then your appointment is liable to be cancelled.

Please acknowledge the receipt of this offer.

Yours faithfully,

(Dr. Bhushan V Bhave)
Principal



Accepted:

Date: 15/09/2022

Place : Parvari - Goa



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Accredited by NAAC with B+ Grade on a Seven Point Scale Under New Framework (1st Cycle)

Ref:VPCCECM/APPT/2022-23/592

Date: 9th December, 2022

ORDER OF APPOINTMENT FOR THE POST OF COUNSELLOR

To,

Ms. Shrishti S Tamankar,

111/A, Govind Nagar,

Tivim Industrial Estate,

Karaswada – Bardez, Goa 403526

Dear Madam,

With reference to our offer of appointment no. VPCCECM/APPT/2022-23/262 dated 14/09/2022 which is accepted by you unconditionally and approved by Directorate of Higher Education, Government of Goa vide their letter no. ACAD/AC-21/NOC/NTS/DHE/2019/20644 dated 29/11/2022 (copy enclosed), the Governing Body of Prabodhan Education Society, is pleased to appoint you as **Counsellor w.e.f. 15/09/2022** in our Vidya Prabodhini College of Commerce, Education, Computer & Management, Parvari – Goa on the following terms and conditions:

1. Your appointment will be for One Academic year Purely on Contract basis with effect from 15/09/2022 till 07/05/2023 till the end of Academic year 2022-2023. You will be paid remuneration of Rs. 40000/- (Rupees forty thousand only) as approved by the Directorate of Higher Education and Government of Goa.
2. You will do the Counselling to the students of our College and deal with them as directed by the Principal of the College. Each and every case should be routed through the Principal of the College and Principal will be the final authority whether to refer the case to the Counsellor or not. Counsellor should not accept any matter without the permission of the Principal and should report each and every counselling session to the Principal at the end of the day.
3. Your work timings will be from 8.30 am to 5.30 pm.
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**VIDYA PRABODHINI COLLEGE
OF COMMERCE, EDUCATION, COMPUTER & MANAGEMENT**

(Recognised by Govt. of Goa, UGC under Section 2(f) and 12(B) of the UGC Act 1956 & Affiliated to
Goa University) and Approved by NCTE

Accredited by NAAC with B+ Grade on a Seven Point Scale under New Framework (1st Cycle)



॥ विद्या सर्वस्य भूषणम् ॥

5. You shall endeavor to serve and promote Institute's interests and earn Management's confidence by projecting sense of responsibility in all your assignments, maturity in your relationships and a high level of commitment to the Institute.

6. You shall abide by the instructions and orders of your superiors and submit true and faithful information and/or explanation whenever required in respect of all matters entrusted to you by the Institute.

7. During the period, your services can be terminated on either side by giving one months' notice or one month's salary in lieu thereof, without assigning any reasons.

8. On cessation of your service with us, you will hand over all equipment, keys records, and any other material of the Institute, in your possession, to your Immediate Superior, and obtain a receipt of having returned the same, besides settling all accounts with all concerned departments.

Please acknowledge the receipt of this ORDER.

Yours faithfully,

(Sanjay P Walavalkar)
Chairman
Prabodhan Education Society
Parvari – Goa





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PRABODHAN EDUCATION SOCIETY'S

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Counselling Report

AY 2021-2022

In the academic year 2021-2022 a total of thirty cases were handled by the counsellor Ms. Shrishti S. Tamankar. She was appointed from November 30th 2021 up till June 30th 2022.

27 female students and 3 male students approached to avail the counselling services.

Twenty seven cases were from the B.A. B. Ed department of the college and three cases were received from the Commerce department of the college.

There were six cases that were referred to the counsellor by the teachers of the institute.

There was one case that was referred to for psychiatric assistance, follow up and observation was done by the counsellor.

The frequency of students coming in for follow up was six being the maximum and three being the minimum.

The students were called and informed to meet the counsellor for follow up and termination in the month of June. The cases were terminated and the case papers were submitted to the Principal on June 30th 2022.

The students approached counselling to get help with issues related to:

- Relationships, (family, friendships)
- Time management/ Academics
- Loss of self/ Existential issues (suicidal, feelings lost)
- Distorted / obsessive thoughts/ phobias
- Emotional/ psychological fatigue (mental and emotional fatigue)
- Financial problems
- Problems with teachers
- Harassment

Activities conducted by the counsellor:

There were three workshops that were conducted by the counsellor:

- Introduction to Counselling to all the classes of both the departments.
- "Understanding Control" for department of Commerce
- "Self-compassion" was conducted for the Department of Education in collaboration with the Counselling and Guidance committee.
- A workshop was also conducted on "Becoming an Emotionally Intelligent Teacher" for the First year of B. A. B. Ed department in collaboration with the Department of Education where the Counsellor was invited as the resource person. It was held on 11th May 2022 and 27th May 2022 for each division respectively.

Ms. Shrishti S. Tamankar

PRINCIPAL

Vidya Prabodhini College of Commerce,
Department of Education Computer & Management





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Counselling Report AY 2022-2023

In the academic year 2022-2023 a total of thirty nine cases were handled by the counsellor Ms. Shrishti S. Tamankar. She is appointed from September 15th, 2022 up till June 15th, 2023.

Thirty two female students and seven male students approached to avail the counselling services.

Twenty nine cases were from the B.A. B. Ed department of the college and ten cases were received from the Commerce department of the college.

There were seven cases that were referred to the counsellor by the teachers of the institute.

The frequency of students coming in for follow up sessions were nine being the maximum and one being the minimum.

The students were called and informed to meet the counsellor for follow up and termination in the month of April, 2023. The cases were terminated and the case papers will be submitted to the Principal on June 15th, 2023.

The students approached counselling to get help with issues related to:

- Academics
- Finding a purpose in life when they felt a loss of self,
- Issues with self- esteem,
- Family issues and friendships
- Suicidal thoughts

Activities conducted by the counsellor:

- The counsellor was invited as a Resource person by the NSS committee to organise a seminar/ webinar on "Prioritising Mental Health" on the occasion of World Mental Health day on 11th October, 2022.
- The counsellor being a member of the Internal Committee, conducted a workshop on POSH Act, 2013 for the third year B. Com classes and Fourth Year B. A. B.Ed classes. And another workshop was conducted on the topic of Sexual Harassment for the third year B. A. B.Ed classes and second year B. Com classes in the month of January, 2023.
- The counsellor conducted a workshop on "Becoming an Emotionally Intelligent teacher" for the fourth year B.A. B.Ed students on 23rd March 2023.

MS. SHRISHTI S. TAMANKAR

Principal
Vidya Prabodhini College of Commerce,
Education Computer & Management
Vidyanagar, Panaji, Goa



Counselling Cases analysis:

Academic year 2021-2022

Dates: 31st November 2021- June 30th 2022

No. Of female students	No. of male students	Total No. of cases
27	3	30

Classroom activities/ interaction

Topics:

1. Brief introduction to counselling given to all classes of both the departments.

Workshops conducted:

1. How to be an Emotionally Intelligent teacher? (FY BA. B.Ed)
2. Understanding control to achieve your goals realistically. (B.Com Department)
3. Practising self-compassion. (B.A. B. Ed)

Common themes of cases:

Sr.no	Theme	Number of cases
1	Relationships (family, friendship etc)	10
2	Time management/ Academics	03
3	Loss of Self/ existential issues (suicidal, feeling lost)	07
4	Distorted/ obsessive thoughts/ phobias	03
5	Emotional/ Psychological fatigue (mental and emotional exhaustion)	04
6	Financial problem	01
7	Problems with teachers	01
8	Sexual harassment	01
	Total	30

No. Cases from Commerce dept	No. of cases from Education dept
03	27

Academic year 2022-2023**Dates: 15th September 2022- 17th November 2022**

No. of female students	No. of male students	Total no. of cases
21	2	23

Classroom activities/ interactions:

1. Introduction to counselling for the First year classes of both B.A. B.Ed and B.Com.

Common themes of cases:

Sr.no	Theme	Number of cases
1	Relationships (family, friendship etc)	06
2	Time management/ Academics	04
3	Loss of Self/ existential issues (suicidal, feeling lost)	06
4	Distorted/ obsessive thoughts/ phobias	01
5	Emotional/ Psychological fatigue (mental and emotional exhaustion)	04
6	Financial problem	00
7	Problems with teachers	00
8	Sexual harassment	00
9	Career	02
	Total	23

No. Cases from Commerce dept	No. of cases from Education dept
05	18

Plans for workshop: Academic year 2022-2023

1. Becoming an emotionally intelligent teacher - (Fourth Year B. A. B.ed// Teachers)
2. Understanding Relationships (Healthy & Unhealthy)
3. Tools to take care of your mental health.