



Date: 15/06/2023

Appointment of Class Counselor for AY 2023-24

Counselor List – 2023-24

<i>Class</i>	<i>Faculty</i>	<i>Semester</i>	Email address	Mobile no
FY BBA-I	Mr. Zaki Shekh	I & II	zaki.shekh@utu.ac.in	9558299313
FY BBA-II	Dr. Taral Patel	I & II	taral.patel@utu.ac.in	8866374551
FY BBA-III	Ms. Vishali Pillai	I & II	vaishali.pillai@utu.ac.in	8306366963
SY BBA-I	Dr. Trishna Shah	III & IV	trishna.shah@utu.ac.in	9586880100
SY BBA-II	Mr. Dharmaraj Solanki	III & IV	dharmaraj.solanki@utu.ac.in	9909890629
SY BBA-III	Ms. Bhavna Patel	III & IV	bhavna.spatel@utu.ac.in	9979685969
TY BBA-HRM	Dr. Anuradha Pathak	V & VI	anuradha.pathak@utu.ac.in	9824104207
TY BBA-Mkt.	Dr. Kruti Bhatt	V & VI	kruti.bhatt@utu.ac.in	9558029613
TY BBA – Finance	Dr. Vivek Ayre	V & VI	vivek.ayre@utu.ac.in	8469646960
TY BBA-IB	Ms. Peenal Sankhala	V & VI	peenal.sankhla@utu.ac.in	9638875544
TY BBA-Entre.	Mr. Parvez Malek	V & VI	parvez.malek@utu.ac.in	9824160392

Duties and Responsibilities

- Identify strong and weak points of students and plan strategy accordingly.
- Effectively use of Student Information System (SIS)
- Every 15 days the counselor will generate the attendance report (most irregular students, below 80%) and submit it to the office.
- Grant leave and pass such information to concern subject teachers
- Identify good students and motivate them to participate.
- Maintain necessary record of students.
- Inform their parents if indulge any irregularity through SMS, Telephonic Talk, Letter, etc.
- Approach to parents about student progress at least twice in a term either telephonically or by letter (if it is required).
- Arrange meeting with your students at least twice in a month and same discuss with director as well as put of paper (for documentation)
- Put attendance of during period on notice board.
- Update data regarding students' achievements in academics, sports, extracurricular activities etc.
- If find any issues, discuss with Director.

Dr. Vijay Gondaliya
(I/c. Director)