



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**  
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)  
**Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin - 741249**  
**City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064**

No. 1.11.4/Regis./Ntc.Psy.Cnclr/2020

Dated: 12.4.2020

In continuation of the notice on engaging Psychological Counselor for the Colleges, it is further requested to kindly furnish the following:

- I. With respect to engaging Psychological Counselor you have to report to the University on:
  - (i) Date of appointment
  - (ii) Date the necessary announcement regarding engaging the Psychological Counselor was notified in the College website or any other social networking site
  - (iii) Details of the Counselor engaged with the time of availability and contact details as notified for access
- II. Pursuant to the engagement of the Psychological Counselor, you are to report to the University fortnightly following the format as below:

Sl. No.	Date & Time	Name of the person availing counseling with contact details	Category whether Student/ teacher/Officer/ Staff/etc	Problem highlighted	No. of time counseling availed	How effective the counseling was

The above information's may be mailed in the below mentioned id:

[registrar.makaut@gmail.com](mailto:registrar.makaut@gmail.com)

Dr. Partha Pratim Lahiri,  
Registrar, MAKAUT, WB.