

Compliance of well-being status of students

Appoint/engage at least one qualified counsellor, psychologist, or social worker with ensure optimal student-to-counsellor

GMR Institute of Technology

An Autonomous Institute Affiliated to JNTU-GV Vizianagaram
All UG Courses are accredited by NBA
Institute Accredited by NAAC with "A" grade (3rd cycle)
Ranked 188th in NIRF-2022



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23rd January 2025.

Dr. Vijay Lakshmi N
Tower 20, Flat No. 302
Common Wealth Games Village
Near Akshardham Temple
New Delhi- 110092

Dear Dr. Vijay Lakshmi,

Sub: Renewal of Services as Psychological Counselor

We are pleased to renew your services with GMR Institute of Technology as "Psychological Counselor" for a period of 1 year commencing 18th December 2024. You will be responsible for conducting Psychological Counseling Sessions for students and faculty members both telephonically and in person. In addition you will be also rendering your valuable support to the institution by addressing our students and staff members in cluster during your visit to the campus.

You will be paid a remuneration of Rs.40,000/- per month towards remote counseling through mobile and Rs.15,000/- per day for each visit to the Campus as per the terms and conditions of the contract mentioned below.

The terms and conditions of your engagement are as follows:

1. You shall be conducting the Psychological Counseling sessions on any two (02) working days in a week. During each working day, you will be allotted 4 hours (2 hrs. in the morning and 2 hrs. in the evening) and hence the total no. of counseling 8 hours per week. The Counseling Timings will be preferably from 10 am to 12 Noon and 3.00pm -5.00pm.
2. On every preceding Saturday, the details of students who seek for counseling will be consolidated and communicated to you. The Counseling schedule will be prepared by the Coordinator- Student Affairs in consultation with you and the Institute will inform the students accordingly at least 2 days prior to the date of counseling.

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ISO 9001:2015 Certified

3. In order to maintain the sanctity and confidentiality of the Counseling, the institute will provide an exclusive room with telephone/mobile connectivity for the student to take the counseling call.
4. In case of any emergency situation, wherein your counseling will be required on an urgent basis, the Coordinator (Students Affairs) will intimate you through Call/SMS and the counseling session may be planned accordingly.
5. The Coordinator (Students Affairs) will be the single point of contact for all communications from the Institution side.
6. Once in every alternate month i.e. twice in a semester, you will visit GMRIT and address the students' and faculty in Clusters (20-25 students/faculty) on the campus. The date and time of counseling sessions shall be planned based on the Institutional need and will be scheduled on mutual convenience.
7. Your engagement will automatically come to an end on the expiry of one year and no notice pay or retrenchment compensation will be payable to you by the management.
8. You will neither have any right or any lien on the job held by you. Also you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.
9. The information relating to your pay and other perquisites, etc., will be a matter of confidence between you and the company and shall not be divulged to anyone.
10. During the period of your contract, the notice period for separation on either side will be one month.
11. The remote Psychological Counselling sessions (thro' mobile phone/off line counseling) shall be conducted for 4 hours per week as defined in point 1. A separate mobile phone will be provided for you and the student who seeks counselling. The monthly remuneration for this remote Counselling through mobile is fixed as Rs. 25,000/- per month (Rupees Twenty Thousand only).
12. Apart from the remote Counselling through mobile, once in every two months, you will visit the campus and address the students and faculty in Clusters on need basis. The honorarium for your visit will be fixed as Rs. 15,000/- (Rupees Fifteen Thousand only) for each day of your visit to GMRIT, excluding the logistics costs.
13. The local logistics expenses will be borne by the institute.

14. Confidentiality and Non-disclosure:

a. Confidentiality :

You shall ensure that all information available to you in the course of your assignment in the Company are kept strictly confidential and you shall not divulge to any party except to the extent necessary for the purpose of due performance of your service/discharge of your duty to the Company.

b. Non – disclosure :

You acknowledge that in the course of the Agreement and discharge of your duties, you will/might receive and have access to information, data, documents, trade secrets and other materials in physical or other form ("Confidential Information and Data"), about the Group or any entity or establishment in the Group, the counter parties, partners, collaborators, associates, clients, customers, vendors, suppliers and others dealing with Group or any entity in the Group, which are sensitive, possess competitive advantage, confidential or proprietary in nature, and/ or which are/may be subject to specific confidentiality obligations which may extend to a term beyond the term of the Contract and that any disclosure thereof to any person not authorized to receive the same or the breach of any such confidentiality obligations by you either

during the term of the Contract or thereafter will/might cause harm including loss of reputation and cause irreparable injury and damages. Accordingly, you agree and undertake not to disclose any such Confidential Information and Data, to any unauthorized person or in any unauthorized manner to any person, and also ensure that no such confidentiality obligations are breached. Further, you shall ensure that any intellectual property rights owned or acquired by the Group or any entity in the Group are protected; to the extent such rights are used or incorporated in the activities for which you are responsible.

On termination of your contract:

- c. You agree to return to the organization any and all written information, documents, materials, floppy disks, CDs, data files or other media containing computer programs or data and all other property and equipment which constitutes, contains or relates in any way to Proprietary Information, Customer's Confidential Information or trade secrets of GMR Group or its customers, any other written information, documents, materials, disks or other media containing computer programs or data and all other property and equipment of any kind relating in any way to the operations of the Organization or its customers, which are or may be under your possession, custody or control and which are or may be the property of GMR Group or its customer, whether confidential or not, including any and all copies thereof which may have been made by you.
 - d. Restrictive Covenant: You acknowledge that your services to be rendered to the Company are of a special nature and character, which has a unique value to the Company, the loss of which cannot adequately be compensated by damages in an action at law. In view of (i) the unique value to the Company of your services, (ii) the Proprietary Information, and Project Management Information to be obtained by or disclosed to you by the Company, and as a material inducement to the Company to engage you, you hereby covenant s to agree to the provisions set forth here in this paragraph.
 - e. You shall return to the company such materials upon the termination of this Agreement or at the request of the company at any time during the term of this Agreement.
15. You shall keep the Management informed of your latest postal address all times and intimate in writing in case of change of address. Any communication sent to you by the management on your last known address (as intimated by you) shall be deemed to have been duly served notwithstanding the fact that you have changed your address.
16. Your engagement is being made on the basis of your particulars such as qualification, experience etc., as given by you in your application for contract. In case any information as given by you is found to be false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice.
17. The management will expect you to work in the area in which you are placed with a high standard of discipline, initiative, efficiency and economy.
18. All information regarding your remuneration and terms of contract is confidential. We would urge you to respect this value and not disclose the same to any person other than your appropriate supervisor.
19. You shall not disclose to anyone any information, knowhow, knowledge, secrets, methods, plans, etc., of the company. Any breach to this conditions and /or any misconduct (like gross negligence of safety,

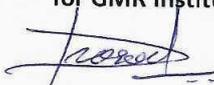


involvement in any of the offences affecting your character and moral turpitude) shall be liable to immediate termination of contract without any notice and the company may take suitable legal action for breach of contract, if need be.

If the above terms and conditions are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance.

Yours faithfully,

for GMR Institute of Technology



PRINCIPAL

I accept the offer and the terms and conditions mentioned in the aforesaid letter

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Session for students was conducted by Dr. N Vijaya Lakshmi on 22.11.2024.