

## CIRCULAR

Circular/SMIT/ 03 /2026

13 Jan 2026

### FULLTIME STUDENT COUNSELLOR

1. This is to inform all faculty members, staff, and students that a **full-time Student Counsellor, Ms Shivangee Gupta** will be available on the college campus to provide counselling and mental health support services to students and staff members. She will be reporting to Associate Director (Student Affairs), SMIT.

2. The counselling services will be provided at the **Counselling Room located in the SMIT Healthcare Building**. Students may schedule appointments with the counsellor and visit the counselling room during the specified hours to seek support in a safe, confidential, and supportive environment. The counsellor will be available on campus during the following hours:

- 09:00 AM – 11:00 AM
- 01:00 PM – 2:00 PM
- 04:00 PM – 8:00 PM

3. In addition to the above hours, the counsellor will be **on call in case of emergencies** and can be contacted as required. The details are as follows:

**Ms Shivangee Gupta, Student Counsellor**  
**email : [counsellorsmit@smit.smu.edu.in](mailto:counsellorsmit@smit.smu.edu.in)**  
**Mob Number : 73766 94094**

4. All HODs are requested to **inform and encourage students** to make use of the counselling services whenever needed. Students may approach the counsellor voluntarily or be referred by faculty, as appropriate. This initiative aims to support the emotional well-being, mental health, and overall development of students on campus.



  
[Prof (Dr) Savitha G. Kini]  
Director

To,

1. All Associate Directors - For information please.
2. All HODs - -do-
3. Chief Warden - For information and necessary action
4. All Notice Board