



ANWARUL ULOOM COLLEGE OF BUSINESS MANAGEMENT

(A MUSLIM MINORITY INSTITUTION)

Affiliated to Osmania University | Approved by AICTE | Permitted by Govt. of Telangana

11-3-918, New Mallepally, Hyderabad-500001, T. S. India

Ref.:

Date: _____

APPOINTMENT ORDER

Ms. Ayesha Fatima, M.A., (Psychology) is hereby appointed as a **Psychological Counselor** for Anwarul Uloom College of Business Management, New Mallepally, Hyderabad, T.S. The terms and condition of appointment are as follows:

The appointee is placed in the AICTE VI pay scale of Rs. 15,600-39,000. The initial Gross Salary is Rs.24,280/- per month.

The appointment is subject to the following terms and conditions:-

- 1 The appointee is governed by the service Rules and Regulations framed by Anwarul Uloom Educational Association from time to time.
- 2 One month's notice shall be given by either side for resigning from or termination of services or one month's salary in lieu thereof. In any case, he/she will not be permitted to leave the service in the middle of Semester/Year and before the commencement of vacation.
3. All statutory deductions, i.e. Income Tax, Professional Tax, etc. will be made as per rules.
- 4 At the time of reporting for duty he/she should deposit the original Certificates in the College, which will be returned to him/her when he/she leaves the service of the institute.
- 5 The appointee shall not have right to form any union/Association, Political Union /Association/Organization/Body or indulge in any subversive activities.
- 6 The Counselor efficiency to counsel the student with regard to mental health and well being will be assessed periodically and continuance in the service will be decided based on performance report.
- 7 This order comes into effect from the date of joining duty at the Anwarul Uloom College of Business Management, New Mallepally, Hyderabad T.S.


Hon. Secretary

To, The Person Concerned
Copy to:
The Principal
Anwarul Uloom College of Business Management,
New Mallepally, Hyderabad,
Telangana



APPOINTMENT OF STUDENT COUNSELLOR

PURPOSE

- To support the personal, academic, and professional growth of students.
- To strengthen the relationship between faculty and students through mentoring and guidance.
- To help students cope with academic pressure, emotional challenges, and social issues.

SCOPE

The committee caters to all students of the college across all departments.

OBJECTIVES

- To provide counselling and guidance services to students and staff.
- To improve students' mental health, emotional wellbeing, and academic performance.
- To help students adapt to changing academic and social environments.
- To create awareness about mental health and social issues.

Creation of the committee

The students mentoring and counseling committee aims to offer meaningful mentoring. Counseling and support to the students in their career development and professional growth. The students must be adapting to the ever changing environment as fast as possible and mentoring the student's aids in this process. Mentoring and counseling is a structured approach to improve the performances of students. By respecting his her values, choices and lifestyles the faculty can work together with the student towards making choices or changes that are right for him/her.

FUNCTIONS OF THE COMMITTEE

- To ensure availability of counselling services for students and staff.
- To assist individuals in handling stress, emotional concerns, and academic challenges.
- To promote social and emotional development for better productivity.
- To guide students in finding solutions to personal and academic problems.
- To conduct at least two awareness sessions every year (for first-year and senior students).
- To collect and analyze feedback after each session to evaluate effectiveness.

ROLES AND RESPONSIBILITIES

Coordinator / Counsellor

- Conduct at least three programs annually on:
 - Mental health & wellbeing
 - Stress management
 - Self-motivation
 - Interpersonal communication
- Provide individual counselling sessions.
- Organize training programs for faculty and staff.
- Interact with parents when necessary.
- Maintain records of counselling sessions and activities.

Committee Members

- Identify students needing counselling support.
- Refer such students to the counsellor.
- Assist in organizing awareness programs and events.
- Support faculty in mentoring activities.

Student Members

- Identify peers facing academic, emotional, or social issues.
- Inform faculty coordinators for further support.
- Help in organizing awareness programs and campaigns.

PROCEDURE

- Annual activity plan to be prepared and approved by the college administration.
- Programs to be conducted regularly as per schedule.
- Proper documentation (circulars, approvals, feedback, reports) to be maintained.
- Coordinators will act as the point of contact for counselling activities.
- Confidentiality of counselling sessions must be strictly maintained.

ACTIVITIES CONDUCTED

The committee actively conducts awareness and support programs for students.

- Organized **Social Awareness Programmes** such as:
 - Drug Awareness Campaign
- Conducted counselling sessions during student induction programs.
- Provided continuous personal counselling support to students.

Selection Procedures

The faculty gives their choice for acting as coordinators in students mentoring and counseling committee. Based on the choice given by the faculty and students, the college academic committee in consultation with heads of departments selects the

APPOINTMENT OF STUDENT COUNSELLOR

The Student Counsellor and Coordinators are selected by the Academic Committee in consultation with Heads of Departments based on faculty interest, experience, and student interaction capabilities.

Ms. Ayesha Fatima, M.A. (Psychology), is hereby appointed as a **Psychological Counsellor** of the institution. She has also been appointed as the **Student Counsellor**, responsible for providing guidance and support to students in addressing their academic, personal, and emotional concerns.

COMMITTEE MEMBERS:

S.no	Name Of Member	Designation	Position in the committee.
1	Ms. Ayesha Fatima,	Psychological Counsellor	Coordinator
2	Mrs. Atiya mahboob	Professor	Member
3	Mrs. Shabana Fatima	Associate Professor	Member
4	Ms. Bushra Husna	Assistant Professor	Member
5	Mrs. Sadiya azia	Associate Professor	Member
6	Mrs sarvath jahan	Assistant Professor	Member
7	Mr. Md Ayan Uddin	Student Member	Member
8	Ms. Zoya Khan	Student Member	Member



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Ref:

Date: 10-09-2025

CIRCULAR

This is to inform all the students and faculty members that Anwarul Uloom College Of Business Management is going to organize an event "Anti Drug Awareness Program" with a rally to be held at Sayyad Ali guda on 16-09-2025. The theme of this program is to raise public awareness against the menace of drug and its route cause. Students are requested to register their names with Mrs.Shabana Fatima (Asso Professor, AUCBM) for participation on or before 15-09-2025.

Obmay
Principal

PRINCIPAL
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.

Copy To:

Signature of HOD	TPO	OFFICE	LIBRARY
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

Obmay
PRINCIPAL
ANWARUL ULOOM COLLEGE
OF BUSINESS MANAGEMENT
New Mallepally, Hyderabad.

Phone: 040 – 23347296, 23340208 | Email: aucbm.hyd@gmail.com | Fax: 040 - 23342750





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Date: 17-09-2025

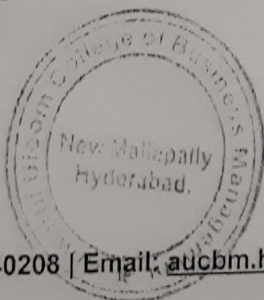
PROGRAM REPORT	
Title of the Event	Anti Drug Awareness Program
Event start Date	16-09-2025
Event End Date	16-09-2025
Description	Anti Drug Awareness Program was conducted with a rally at Sayyad Ali guda to provide awareness among the society against the drug and its causes .Students and local residents of surya nagar participated in the event.

Anwarul Uloom College of Business Management organized an Anti Drug Awareness Program On 16-09-2025, with a rally at Sayyad Ali guda. The objective of this program was to spread awareness among the people about the harmful effects of drug addiction and its impact on the society. The program covered various topics related to drug abuse and its consequences.

- The objectives of the Anti Drug Awareness Program were to:
- To educate the society about the dangers of drug addiction and the adverse effects it has on one's physical and mental health.
- The program aimed to create awareness among the participants about the consequences of drug abuse, such as addiction, health problems, social stigma, legal issues, and financial problems.
- Additionally, the program aimed to motivate the society to stay away from drugs and lead a healthy and drug-free life.

Programme Coordinator

Principal



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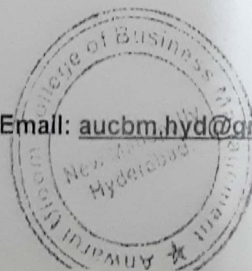
In conclusion, The Anti-Drug Awareness program conducted with a rally at Sayyad Ali guda on 16-09-2025 was a successful initiative to spread awareness about the dangers of drug addiction. The program covered various topics related to drug abuse and its consequences and motivated the society to lead a healthy and drug-free life. The program received positive feedback from the participants and helped in raising awareness about the issue of drug abuse.

Photos

Event
pic-1



Phone: 040 - 23347296, 23340208 | Email: aucbm.hyderabad@gmail.com | Fax: 040-23342750



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