

NO. 23

Date 2-2-2023

The mentors as mentioned below of 4th & 6th semester E & T C Engineering students are requested to perform following tasks-

1. To monitor class attendance daily of their fellow students and ensure in every week that the attendance doesn't go below less than 60%.
2. If attendance goes below 60%, mentors are requested to contact the students and asked them to attend the classes otherwise they will be debarred from attending End Semester Exam. Mentors are also requested to contact the parent of such students and make them aware about the issue and explain the Consequences if attendance goes below 60%.
3. Mentors are requested to keep track on students academic performance whether they are submitting assignments, lab records, maintain class notes etc at the institute and during off hours i.e. morning and evening hours whether they are studying at hostel/home. They can motivate and share some tips how to score good marks and how to achieve their goals.
4. Mentors are requested to identify academically weak students and arrange some extra classes by physical / virtual mode.
5. Mentors are requested to observe whether students are following proper dress code or not. If any student doesn't following the same ,they can ask the student to follow proper dress code otherwise they can inform the senior faculty of the department so that disciplinary action can be taken against the disobedient students.
6. Mentors are requested to motivate the students to be punctual and discipline. If any student comes late to the class or break discipline after several warnings, they can inform the senior faculty of the department so that disciplinary action can be taken against the disobedient students.
7. Apart from all the above, mentors are requested to help their fellow students to improve their skills apart from academic point of view.
8. Mentors are requested to call PTM (Parents Teacher Meeting) once in a month either physical/virtual mode and keep the data for future correspondence.
9. Mentors are requested to contact Whatsapp / Telegram group with their fellow students for better connectivity and quick resolution of any problem and inform the same to the undersigned.

SL NO	NAME OF THE MENTOR	CONTACT NUMBER OF MENTOR	ROLL NUMBER OF ASSIGNED STUDENTS	SEMESTER
1	SATYA NARAYAN PANIGRAHI	9439058450	F21017003001,3003,3005,3006	4TH
			F2017003001,3003,3004,3005	6TH
2	ANURAG SETHY	7978218238	F21017003010 ,3015,3017	4TH
			F2017003008,3009,3011,3012	6TH
3	SMITA PATNAIK	7008642058	F21017003020,3021,3022, 3024	4TH
			F2017003013,3014,3015,3016	6TH
4	J.P.GIRI	9777542191	F21017003027,3032,L22017003001, L3002	4TH
			F2017003017,3018,3019,3022	6TH
5	SUSHILA SAHOO	7735207288	L22017003006	4TH
			F2017003023,3026,3029,L21017003001,3002,3003	6TH

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2-2-2023
HOD ETC

Memo No. 24(5) Date 2-2-2023
Copy to concern person for in or action and necessary action.

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2-2-2023
HOD ETC

Memo No. 25 Date 2-2-2023
Copy to department notice board information to students

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2-2-2023
HOD ETC

Memo No. 26 Date 2-2-2023
Copy to Academic coordinator for information

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2-2-2023
HOD ETC