

Office of the Prinipal, U C P ENGINEERING SCHOOL, BERHAMPUR

Order No 1621 Date 12.11.2021


In continuation to this office order no 1330 dated 30.09.2021, Mr Siddhibinayak Pradhan Lecturer(Chemical) will be mentor of 3<sup>rd</sup> /4<sup>th</sup> Semester Chemical and Ms Sanjukta Nayak Lecturer(Chemical) will be mentor of 5<sup>th</sup> /6<sup>th</sup> Semester Chemical for Academic year 2021-22. They have the following responsibility as Student Mentor.

1. Regular check of student attendance in class, attending IA and submission of assignment, practical record. 360° academic performance monitoring of students under mentorship.
2. Arranging doubt clear classes in concerned subject. Guidance in examination related issue.
3. Helping in applying scholarship timely. Finding financial need of student, who are deprived of any scholarship and sorting out same with help of authority.
4. Fee paid, Hostel related issue.
5. Regular interaction with parents and visit to home of distressed or irregular students.
6. Motivation, career counseling and helping in co curricular activities like utilization of SCA, learning extra skill, personality development. Guidance in extracurricular activities in NCC, sport or other hobbies.
7. Helping students in any personal issue, where they approach mentor for guidance.
8. Documentation of mentoring activities including feedback mechanism.
9. Discussing critical issues related to students with HoD and Principal.

Memo no 1622 (2) Date 12.11.2021

  
Principal 11/11/2021  
U C P Engineering School, Berhampur

Copy to Mr Siddhibinayak Pradhan Lecturer(Chemical) and Ms Sanjukta Nayak Lecturer(Chemical) for kind information & necessary action.

  
Principal 11/11/2021  
U C P Engineering School, Berhampur