

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

Order No 1419 Date 01.08.2023

Mr Yayati Kishore Mohanta Lecturer(Chemical) will be mentor of 3rd/4th Semester Chemical students and Mr Siddhibinayak Pradhan Lecturer(Chemical) will be mentor of 5th /6th Semester Chemical students for Academic year 2023-24. 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.



Principal

U C P Engineering School, Berhampur

Memo no 1420

Date 01.08.2023



Copy to Mr Siddhibinayak Pradhan Lecturer(Chemical) and Mr Yayati Kishore Mohanta

Lecturer(Chemical) for kind information & necessary action.



Principal

U C P Engineering School, Berhampur

