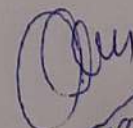


**DEPARTMENT OF BIOTECHNOLOGY U.C.P  
ENGINEERING SCHOOL BERHAMPUR-760010**

**NOTICE**

In continuation to this office order no.996 dated 31-08-2020. Dr. Sasmit Panigrahi, PTGF, (Biotechnology) will be the mentor of 5<sup>th</sup> semester biotechnology and Mr. Sunil Biswajit Maharana PTGF (Biotechnology) will be the mentor of 3<sup>rd</sup> & 4<sup>th</sup> semester & Mrs. Swetangini Naik Lecturer (Biotechnology) will be the mentor of 6<sup>th</sup> semester biotechnology for the academic year 2023-24. They have the following responsibility as student mentor.

1. Regular check of attendance of student in class, attending IA and submission of assignment, practical records academic performance monitoring of students under mentorship.
2. Arranging doubt clearing classes in concerned subjects. Guidance in examination related issue.
3. Regular interaction with parents.
4. Motivation, career counseling and helping in co-curricular activities like utilization of SCA, learning extra skill, personality development, guidance in extracurricular activities.
5. Helping students in any personal issue. When they approach mentor for guidance.
6. Documentation of mentoring activities including feedback mechanism.
7. Discussing critical issue related to students with HOD and Principal.

  
08/08/2023

HOD Biotechnology  
U.C.P.E.S. Berhampur-10

*Swetangini Naik*  
Lecturer in Biotechnology  
U.C.P.E.S., Berhampur.