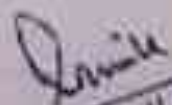


DEPARTMENT OF BIOTECHNOLOGY, U.C.P. ENGINEERING SCHOOL,  
BERHAMPUR 760010

NOTICE

In continuation to this office order no 1330 dated 30.09.2021, Mrs. Sasmita Panigrahi PTGF (Biotechnology) will be the mentor of 3<sup>rd</sup>/4<sup>th</sup> Semester Biotechnology and Mr. Sunil Biswajit Maharana PTGF (Biotechnology) will be the following responsibility as Student Mentor.

1. Regular check of student attendance 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 and visit home of distressed or irregular students.
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, where they approach mentor for guidance.
6. Documentation of mentoring activities including feedback mechanism.
7. Discussing critical issues related to students with HoD and Principal.

  
03.11.2021  
HoD

Biotechnology  
U.C.P.E.S. Berhampur