



GOVERNMENT POLYTECHNIC, BALASORE

Government of Odisha

ସରକାରୀ ବହୁବୃତ୍ତି ଅନୁଷ୍ଠାନ, ବାଲେଶ୍ଵର

NO. Etc/30 //

DEPARTMENT OF ELECTRONICS & TELE COMMUNICATION ENGG

DATE. 21/8/23 //

NOTICE

It is here by informed to all faculty of E&TC dept. that they are assign as proctor /mentor with following students as mentee . The responsibilities of proctor/mentor are:

1. Meets the group of students at least once in a month.
2. Continuously monitor s, counsels, guides and motivates the students in all academic matters.
3. Advises students in their career development.
4. Contact parents/guardians if required.
5. Maintains a details progressive records of the students .
6. Maintains a clear records of all discussions with students.

2nd YEAR E&TC

SL NO.	GROUP	NAME OF FACULTY	STUDENTS REGISTRATION NUMBER
1	A	ER.ASHIT KUMAR SUTAR	F22111001037,1080, F22111003001, 3002, 3003,3004,3005,3007,3008, 3009,3013, 3015,3016,3017,3019,3021
2	B	ER. PRAKASH CHANDRA DAS	F22111003022,3023,3024,3025,3026,3027,3028, 3029,3030,3031,3032,3033,3035,3036,3037,3038
3	C	ER. DEBASISH MOHAPATRA	F22111003039,3041,3042,3043,3044,3046,3047,3049, 3050, 3051,3053,3054,3055,3057,3058
4	D	ER. YOGASAKTI YOGAMAYA	F22111003060, 3061,3063,L-1,2,3,4,5,6,7,8,9,10,11,12

3rd YEAR E&TC

SL NO.	GROUP	NAME OF FACULTY	STUDENTS REGISTRATION NUMBER
1	A	ER. YOGASAKTI YOGAMAYA	F21111001018,1025,1040,1076,1089,1090, F21111003001,3002,3003,3005, 3007,3008,3009, 3010,3011, 3012
2	B	ER. DEBASISH MOHAPATRA	F21111003013,3014,3015,3016,3017,3018,3019, 3020,3021,3022,3023,3024,3025,3027,3030,3033
3	C	ER. PRAKASH CHANDRA DAS	F21111003034,3035,3036,3037,3039,3040,3041, 3042,3043,3044,3045,3046,3048,3049,3050,3051
4	D	ER.ASHIT KUMAR SUTAR	F21111003053,3054,3055,3057,3059,3060,3061, L22111003001,3002,3003,3004,3005,3006,3007, 3008

21/8/23
H.O.D

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NOTICE

All the mentee of 3RD semester are directed to attend meeting on date. 23/8/23 Wednesday, at 3:00 PM at Smart class room. with their respective mentor. They are directed to put the issues in front of the mentor related to academics, co-curricular, extracurricular activities, Placement, etc.

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23/8/23

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Minutes of the Mentor-Mentee Meeting held on 23/8/23 at 3pm at Smart class room.

Points Discussed:

1. Attendance: Reason of less attendance were discussed. As some of the students have continue their Internship training ,they are informed to join regular classes immediate after complete their Internship.
2. Personality Development : Most of the students are very poor in spoken English. Students were advised to improve their communication skill.
3. Classroom related Problem: Students were advised to maintained separate note book for different Subject. They may utilize study material which is available online.
4. SCA classes: Students were advised to attend SCA classes to improve their extracurricular activities.

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23/8/23

H.O.D

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