

UMA CHARAN PATNAIK ENGINEERING SCHOOL BERHAMPUR-760010
DEPARTMENT OF BIOTECHNOLOGY

NOTICE

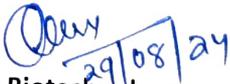
Date: 29/08/24

The following faculty members of Biotechnology Department will be the mentor of 3rd and 5th Semester students for the academic year 2024-25. Each faculty is assigned with the responsibility of a group of students. Academic and personal counselling for the students will be effectively carried out by the proctor in regular intervals.

Faculty Name	Student's Regd. no
Smt. Swetangini Naik	F23012001022, F23012008003, F23012028001 to F23012028013
Dr. Sasmita Panigrahi	F23012028014 to F23012028031 and 24128001
Sunil Biswajit Maharana	F20012028003, F22012028007 to F22012028031, L23012028002 and L23012028004

The following are the responsibilities/duties of the mentors

- I. The mentor shall maintain a Student Information Record (SIR) for each student which gives all the details of the students, in terms of course registration/course, dropping/withdrawn/re-registration etc.
- II. Provision has been made to send the performance reports of each student to their parents/ guardians furnishing the details of attendance, class marks, examination results, etc
- III. A student whose performance is not up to the mark is asked to appear for counseling with the mentor to help the student improve his/her performance in the coming semesters. Extra classes and concern is given to these students.
- IV. The mentor shall exercise an effective control and influence over the students under his/her charge.
- V. The mentor shall assist in academic and over all development of the student under his charge.
- VI. The mentor shall enquire into their various problems and help them to solve either by himself or by bringing it to the notice of the Head of the Department or the parents of the students.
- VII. The mentor shall maintain the Proctorial record.


29/08/24
HOD Biotechnology
U.C.P.E.S. Berhampur

Copy to all staff of Biotech dept./Notice board for information among students.

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