



Order No: 622

Date: 25.11.21

### Office Order

The following staffs of this institute are declared as Mentors for the mentioned group of the students who will work proactively for providing guidance, advice and support to their students in academic means. They are also requested to track their scholarship status by communicating with OIC Scholarship of this institute.

#### Responsibilities of a Mentor:

1. To offer knowledge, guidance and support to the students for their career as a trusted teacher and advisor.
2. To build mutual relationship and provide constant feedback to the students that is matched to their needs.
3. To advise for developing strengths and overcoming weakness of the students.
4. To co-operate the students ensuring no student will be deprived from any scholarship/examinations if he/she seeks eligible for the same.
5. To look after his/her academic record on regular basis and encourage them for the career advancement.
6. To interact with the parents of the students periodically.

**List of Mentors and Group of Students assigned to them**

Branch	Year	Name of the Mentors	Group of the Students
Textile	1st	Mr. Sk. S Ali	Regn. No. 1 to 15
		Mr. U Rout	Regn. No. 15 to rest
	2nd	Mr. M K Sahoo	Regn. No. 1 to 26
		Mr. S K Malla	Regn. No.27 to rest including Lateral
	3rd	Mr. G Bhattacharya	Regn. No. 1 to 26
		Mr. S K Malla	Regn. No.27 to rest including Lateral
Mechanical	1st	Mr. G P Sahoo	F21016004001 to 4027
		Mr. M K Jena	F21016004028 to 4053
	2nd	Mr. M R Sahoo	All Students
	3rd	Mr. T Debashis	F19016004001 to 4029
		Mr. S K Panigrahi	F19016004030 to L20016004014

Electrical	1st	Mr. B B Pradhan	F21016002001 to 2022
		Miss A Mohanty	F21016002023 to 2042
	2nd	Mr. R R Jena	F20016002001 to 2022
		Mr. B P Swain	F20016002023 to 2031 L21016002001 to 2012
	3rd	Mr. T R Sahoo	F19016002001 to 2024
		Mr. S Pani	F18016002024,2042 L20016002001 to 2020
Mechatronics	1st	Mr. S C Karan	All Students
	2 <sup>nd</sup>	Mrs. Leeza Mishra	All Students
	3rd	Mr. P K Mohanty	All Students
Civil	1 <sup>st</sup>	Mr. Sk. S Ali	All Students
	2 <sup>nd</sup>	Mrs. Bhagyashree Das	All Students
	3rd	Mrs. L P Beura	All Students

S. N. Pani Prachi

Memo No. 623(23)

Principal  
ITT, Choudwar  
Date. 25/11/21

Copy forwarded to the Mentors/Proctors for circulating this notice among their students and guiding them to complete the process and hand over the print out copy to their HoDs/OICs by the above mentioned date i.e. Dt.20.11.2021.

Memo No. 624(2)

Principal  
ITT, Choudwar  
Date. 25/11/21

Copy forwarded to the Notice Board of this institute and Hostels for information.

Principal  
ITT, Choudwar