



Letter No- 788

DT:- 14.09.2022

### 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 and ensure 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	F22016013001 to 3020
		Mr. U Rout	F22016013021 to 3043
	2nd	Mr. M K Sahoo	F21016013001 to 3020
		Mr. S K Malla	F21016013021 to 3037 & L22016013001 to 3004
	3rd	Mr. G Bhattacharya	F20016013001 to 3020
		Mr. S K Malla	F20016013021 to 3037 & L21016013001 to 3002
Mechanical	1st	Mr. G P Sahoo	F22016004001 to 4032
		Mr. M K Jena	F22016004033 to 4064
	2nd	Mr. M R Sahoo	F21016004001 to 4035
		Mr. S K Nayak	F21016004036 to 4054 & L22016004001 to 4012

	3rd	Mr. T Debashis	F20016004001 to 4015
		Mr. S K Panigrahi	F20016004016 to 4024 & L21016004001 to 4012
Electrical	1st	Mr. B B Pradhan	F22016002001 to 2032
		Mrs. S Pattnaik	F22016002033 to 2064
	2nd	Mr. M K Behera	F21016002001 to 2032
		Mr. B P Swain	F21016002033 to 2043 L22016002001 to 2024
	3rd	Mr. T R Sahoo	F20016002001 to 2020
		Mr. S Pani	F20016002021 to 2033 L21016002001 to 2013
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

Principal  
ITT, Choudwar  
Date. 14.09.2022

Memo No. 789

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.

Principal  
ITT, Choudwar  
Date. 14.09.2022

Memo No. 790

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

Principal  
ITT, Choudwar  
Date. 14.09.2022