

Tutor



GOVT. MAHILA ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

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GWECA/2022-23/ECE/2971

DATE: 02.12.2022


OFFICE ORDER

This is to inform that the following faculty member is appointed as tutor for B. Tech. ECE students enrolled in the session 2021-22.

S. No.	College ID	Name of Tutor
1.	21ECE01 to 21ECE05 + LEEP Student (if any)	Ms. Santosh Meena

For compliance of the office order the above mentioned tutor(s) shall be responsible for performing the duties of a tutor as give below:-

1. He /She must keep the complete and updated records of information related to each students of his/her group such as personal, academic scholarship details etc. He /She must also keep such records in excel format.
2. Regular interaction & meeting with the students at least once in a fortnight.
3. The problem/grievances of the students may be addressed and resolved in writing by meeting the competent authorities.
4. To communicate and discuss the performance and attendance of students to their parents and take suitable corrective/punitive action whenever required.
5. To identify academic weaknesses of students, prepare action plan, implementation of the plans to remove such weaknesses and ensuring good result is the responsibility of the tutor.
6. Any other activity/duty assigned by college/university.


02.12.22
HOD-ECE

Copy to:

1. Principal Office (kind information to Principal)
2. Registrar
3. Proctor Section
4. Concern faculty member
5. Notice Board
6. Guard file