



## MAHILA ENGINEERING COLLEGE, AJMER

(Constituent College of Bikaner Technical University, Bikaner)

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GWECA/ECE/2024-25/5202

Dated: 30.07.2024

Department of ECE

### OFFICE ORDER

This is to inform that the following faculty member is appointed as tutor for the students of B.Tech. ECE enrolled in the session 2023-24.

S. No.	College ID	Name of Tutor
1.	23ECE01- 23ECE04 and LEEP Students (if any)	Mrs. V. L. Kalyani

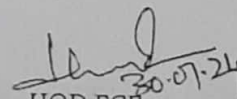
For compliance of the office order the above mentioned tutor shall be responsible for performing the duties of a tutor as give below:-

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 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.

  
HOD ECE

Copy to:

1. Principal office (kind information to principal)
2. Registrar (kind information)
3. Proctor Section
4. Faculty member(s)
5. Notice Board
6. Guard file

  
HOD ECE