



राजकीय महिला अभियान्त्रिकी महाविद्यालय, अजमेर
GOVT. MAHILA ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

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GWECA/H&S/18-19/137

Date: 20 August, 2018

CIRCULAR

Following faculty members are appointed as tutors for the group of students mentioned against their names for first year for session 2018-19.

College No.	Name of the tutor
18CSE001 -18CSE011	Dr. Gaurav Saxena
18CSE012-18CSE022	Dr. Meghna Kumawat
18CSE023 -18CSE033	Dr. Rakhi Khandelwal
18CSE034 - 18CSE044	Dr. Anu Singh
18CSE045 -18CSE054	Ms. Shveta Tripathi
18CSE055 -18CSE065	Dr. Prashant Kriplani
18CSE066 - 18CSE76	Ms. Shalini Agarwal
18CSE077 - 18CSE87	Ms. Ganga Brahma
18CSE088 - 18CSE98	Dr. Shikha Jhanwar
18CSE099 - 18CSE107	Dr. Vijay Sharma
18EE01 - 18EE11	Dr. Mahesh Bohra
18EE12 - 18EE22	Ms. Madhu Toshniwal
18EE23 -18EE32	Dr. Shailja Tiwari
18ECE01 - 18ECE11	Dr. Saroj Bala Gupta
18EEE01 - 18EEE08	Dr. Seema Maheshwari
18ME01 - 18ME07 + 18IT01 - 18IT06	Dr. L. Avinash

- Tutor must keep complete and updated record of information related to each student of his/her group such as personal, academic, scholarship details etc.
- Tutors must ensure regular interaction and meeting with the assigned students at least once in fortnight and maintain record of the same.
- The problems/grievances of the students may be addressed and resolved in writing by meeting the concerned/competent authority.
- Tutor is responsible to guide /assist the students in filling up examination, enrollment, online antiragging affidavit, scholarship, registration forms etc. and DECA marks.
- Tutor should identify academic weaknesses of students, prepare action plan and their implementation to remove such weaknesses and ensure improved results .
- Tutor must communicate and discuss performance/attendance of students to their parents and take suitable corrective/punitive actions whenever required.

Seema
(HOD Humanities and Sciences) 20/8/18

Copy to:

1. Steno to Principal (Through e mail for kind Information)
2. Registrar (Through e mail for kind Information)
3. Proctor Section (Through e mail for kind Information)
4. Exam section (Through e mail for kind Information)
5. Concerned faculty members (Through e mail for compliance)
6. Notice boards
7. Guard file