

ସରକାରୀ ପଲିଟେକ୍ନିକ୍,  
ମୟୂରଭଞ୍ଜ, ଟିକାରପଡ଼ା



GOVERNMENT POLYTECHNIC,  
MAYURBHANJ, TIKARPADA

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## DEPARTMENT OF MECHATRONICS

No. 01 /, Dated, 15<sup>th</sup> July, 2025.

The following faculties from the **Mechatronics Department** are assigned as **Mentors** for the students of the **Mechatronics Department** for the academic year **2025-26**.

### Responsibilities of Student Mentors:

1. Regularly check student attendance in class, participation in Internal Assessment (IA), and submission of assignments and practical records; conduct 360° academic performance monitoring of the students under mentorship.
2. Arrange doubt-clearing classes in the concerned subject and provide guidance on examination-related issues.
3. Help students apply for scholarships on time.
4. Maintain regular interaction with the parents of distressed or irregular students.
5. Motivate students, provide career counselling, and assist in co-curricular activities such as learning extra skills and personality development.
6. Assist students with any personal issues for which they seek guidance from the mentor.
7. Document all mentoring activities, including maintaining a feedback mechanism.
8. Discuss critical student-related issues with the Head of Department (HOD) and the Principal.

Sl.No	Registration No	Year	Name of the Proctor
01	F24152031001 TO F24152031014	2nd	Mr.Hemanta Kumar Sethi
02	F24152031016 TO F24152031029	2nd	Mr.Manoj Kumar Pradhan

*HKS*  
15-7-2025  
HOD In-Charge, Mechatronics  
Government Polytechnic  
Mayurbhanj.

Memo No 02 /dt.15/07/25

Copy to Principal in favour of kind information.

*HKS*  
15-7-2025  
HOD In-Charge, Mechatronics  
Government Polytechnic  
Mayurbhanj.

Memo No 03(03)/dt. 15/07/25

Copy to the department notice board/ Academic Co-ordinator/ concern faculty members for information of the students.

*HKS*  
15-7-2025  
HOD In-Charge, Mechatronics  
Government Polytechnic  
Mayurbhanj.

