



SRK INSTITUTE OF TECHNOLOGY
Enikepadu, Vijayawada 521108
Approved by AICTE, Affiliated to JNTUK,
Kakinada
(ISO 9001:2015 Certified Institution)



14-7-2023

CIRCULAR

It is informed that all the faculty of CE department are instructed to attend the meeting on 15/07/2023 in the Civil Engineering department room for appointing student mentors (counseling) for the academic year 2023-24 for II-I, III-I & IV-I B.Tech students.

Hence the all the staff members are advised to attend the meeting without fail.

Agenda of the meeting

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

[Signature]
HOD
14/7/24
Copy to:

1. Principal Office
2. Office
3. CE Staff
4. Notice Board

[Signature]
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[Signature]
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ENIKEPADU, VIJAYAWADA-521 108.



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17-7-2023

Circular

With reference to the meeting conducted 15/07/2023 in the Engineering Geology Lab at 3:15PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for for II-I, III-I & IV-I B.Tech students.

S No	Name of the Mentor	Branch	Year-Section	Regd. No		No. of Students	Signature
				From	To		
1	Dr.T.Satyanarayana	CE	IV	20X41A0101	20X41A0116	15	
2	K.Kiran	CE	IV	20X41A0117	21X45A0110	12	
3	A.Krishna Priya	CE	IV	21X45A0111	21X45A0122	12	
4	G.Sahithi	CE	IV	21X45A0123	21X45A0133	11	
5	Ch.Rajesh	CE	III	21X41A0101	22X45A0109	12	
6	B.Sai Kumar Reddy	CE	II	22X41A0101	22X41A102	2	

Circulated to:

1. CE class rooms
2. Notice board

T. Satyanarayana
HOD
17/7/23

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Date: 17/07/2023

Minutes of Meeting

A meeting was convened by the Head, Department of CE for all faculty members of II, III & IV B.Tech on 15/07/2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update the academic and extra-curricular activities of the allotted mentee.
2. Notify periodically to the parents about their ward's attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and achieve them.
5. Counsel the mentees related to academics, health, personal issues and guides them to use their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees



T. Satish
HOD CE
17/7/23

Circulated to:

1. A.O
2. CE Faculty
3. Notice Board

[Signature]

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21-12-2023

CIRCULAR

It is informed that all the faculty of CE department are instructed to attend the meeting on 22/12/2023 in the Civil Engineering department room for appointing student mentors (counseling) for the academic year 2023-24 for II-II, III-II & IV-II B.Tech students.

Hence the all the staff members are advised to attend the meeting without fail.

Agenda of the meeting

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

HOD
Copy to: 21/12/23

1. Principal Office
2. Office
3. CE Staff
4. Notice Board


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23-12-2023

Circular

With reference to the meeting conducted 22/12/2023 in the Engineering Geology Lab at 3:15PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for for II-II, III-II & IV-II B.Tech students.

S No	Name of the Mentor	Branch	Year-Section	Regd. No		No. of Students	Signature
				From	To		
1	Dr.T.Satyanarayana	CE	IV	20X41A0101	20X41A0116	15	
2	K.Kiran	CE	IV	20X41A0117	21X45A0110	12	
3	A.Krishna Priya	CE	IV	21X45A0111	21X45A0122	12	
4	G.Sahithi	CE	IV	21X45A0123	21X45A0133	11	
5	Ch.Rajesh	CE	III	21X41A0101	22X45A0109	12	
6	B.Sai Kumar Reddy	CE	II	22X41A0101	23X45A0111	13	

Circulated to:

1. CE class rooms
2. Notice board

T. Lakshmi
HOD
23/12/23

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Date: 23/12/2023

Minutes of Meeting

A meeting was convened by the Head, Department of CE for all faculty members of II, III & IV B.Tech on 22/12/2023.

Resolutions:



- It was decided that the appointed mentors would
7. Maintain and update the academic and extra-curricular activities of the allotted mentee.
 8. Notify periodically to the parents about their ward's attendance and academic performance.
 9. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
 10. Advise the mentees on how to choose and plan career goals and achieve them.
 11. Counsel the mentees related to academics, health, personal issues and guides them to use their full potential.
 12. Prepare and plan well for the scheduled sessions with their respective mentees

Circulated to:

1. A.O
2. CE Faculty
3. Notice Board

T. Lakshay
HOD CE
23/12/23

(Signature)
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21-12-2023

CIRCULAR

It is informed that all the faculty of CE department are instructed to attend the meeting on 22/12/2023 in the Civil Engineering department room for appointing student mentors (counseling) for the academic year 2023-24 for II-II, III-II & IV-II B.Tech students.

Hence the all the staff members are advised to attend the meeting without fail.

Agenda of the meeting

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

T. Sathya
HOD
Copy to: 21/12/23

1. Principal Office
2. Office
3. CE Staff
4. Notice Board


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Department of Electrical and Electronics
Engineering



Date: 10-07-2023

CIRCULAR

It is informed that all the faculty of EEE department are requested to attend the meeting in Electrical Machines laboratory on 12-7-2023 for appointing student mentors for the academic year 2023-24 for II-I, III-I & IV-I B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.

Agenda of the meeting

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.


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- Circular to:
1. Principal Office
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 3. EEE Staff
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Department of Electrical and Electronics
Engineering



Date: 15-07-2023

MINUTES OF MEETING

A meeting was convened by the Head, Department of EEE for all faculty members of II-I, III-I & IV-I B.Tech on 12-07-2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.


HoD

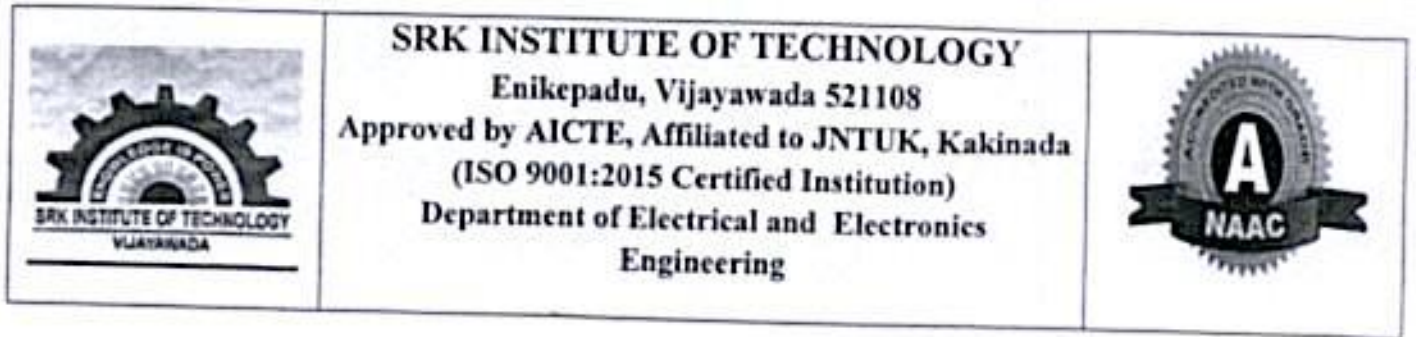
Circulated to

1. Principal Office
2. EEE Faculty
3. Notice Board


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Date:15-07-2023

CIRCULAR

With reference to the meeting conducted on 12-07-2023 in Electrical Machines lab at 3:00PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for II-I, III-I & IV-I B.Tech students.

S No	Name of the Mentor	Branch	Year	Regd. No		No. of Students	Signature
				From	To		
1	Mr.G.Sri Harsha	EEE	IV	20X41A0201 -217 & 21X45A0201	21X45A0203	19	
2	Mr. K. Narendra Babu	EEE	IV	21X45A0204	21X45A0222	19	
3	Ms.V.Siva Kumari	EEE	IV	21X45A0223	21X45A0242	19	
4	Ms. T. V. Maha Lakshmi	EEE	III	21X41A0201	21X41A0219	17	
5	Mr. S. Nageswara Rao	EEE	III	21X41A0220	22X45A0215	16	
6	Ms. M. Supriya	EEE	III	21X45A0216	22A45A0231	16	
7	Mr. G. Ravi Kumar	EEE	II	22X41A0201 -207 & 23X45A0201	23X45A0212	18	
8	Dr. M. Sathis Kumar	EEE	II	23X45A0213	23X45A0230	18	
9	Ms. S. Sandhya	EEE	II	23X45A0231	23X45A0247	17	

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- Circulated to:
 1. EEE Class rooms
 2. Notice Board

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Department of Electrical and Electronics
Engineering



Date:18-12-2023

CIRCULAR

It is informed that all the faculty of EEE department are requested to attend the meeting in Electrical Machines laboratory on 18-12-2023 for appointing student mentors for the academic year 2023-24 for II-II, III-II & IV-II B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.

Agenda of the meeting

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.


HoD


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- Circular to:
1. Principal Office
 2. Office
 3. EEE Staff
 4. Notice Board


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Department of Electrical and Electronics
Engineering



Date: 18-12-2023

MINUTES OF MEETING

A meeting was convened by the Head, Department of EEE for all faculty members of II-II, III-II & IV-II B.Tech on 18-12-2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.


HoD

Circulated to

1. Principal Office
2. EEE Faculty
3. Notice Board


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Department of Electrical and Electronics
Engineering



Date:20-12-2023

CIRCULAR

With reference to the meeting conducted on 18-12-2023 in Electrical Machines lab at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for II-II, III-II & IV-II B.Tech students.

S No	Name of the Mentor	Branch	Year	Regd. No		No. of Students	Signature
				From	To		
1	Mr. K. Narendra Babu	EEE	IV	20X41A0202-217 & 21X45A0201	21X45A0203	17	
2	Ms. T. V. Maha Lakshmi	EEE	IV	21X45A0204	21X45A0222	19	
3	Mr. G. Ravi Kumar	EEE	IV	21X45A0223	21X45A0242	19	
4	Ms. M. Supriya	EEE	III	21X41A0201	21X41A0219	15	
5	Dr. M. Sathis Kumar	EEE	III	21X41A0220	22X45A0215	16	
6	Mr.G.Sri Harsha	EEE	III	21X45A0216	22A45A0231	16	
7	Ms.V.Siva Kumari	EEE	II	22X41A0201-207 & 23X45A0201	23X45A0212	18	
8	Mr. S. Nageswara Rao	EEE	II	23X45A0213	23X45A0230	18	
9	Ms. S. Sandhya	EEE	II	23X45A0231	23X45A0247	17	

HoD

Circulated to:

1. EEE Class rooms
2. Notice Board

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Accredited with NAAC 'A' grade
DEPARTMENT OF MECHANICAL ENGINEERING

Date 28-11-2023

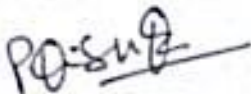
CIRCULAR

It is informed that all the faculty of ME department are requested to attend the meeting in HOD office on 04-12-2023 for appointing student mentors for the academic year 2023-24 for II-II, III-II & IV-II B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.


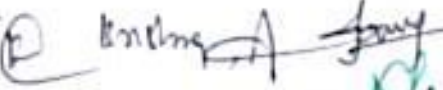
Agenda of the meeting

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.


HOD


PRINCIPAL

Circular to:

1. Principal Office
2. Office
3. ME Staff 
4. Notice Board 


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Accredited with NAAC 'A' grade
DEPARTMENT OF MECHANICAL ENGINEERING

Date 04-12-2023

MINUTES OF MEETING

A meeting was convened by the Head, Department of ME for all faculty members of II-II, III-II & IV-II B.Tech on 04-12-2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

HOD

Circulated to

1. Principal Office

2. ME Faculty

3. Notice Board

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Accredited with NAAC 'A' grade
DEPARTMENT OF MECHANICAL ENGINEERING

Date 04-12-2023

CIRCULAR

With reference to the meeting conducted on 04-12-2023 in HOD office at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for II-II, III-II & IV-II B.Tech students.

S.No.	Faculty Name	Branch	Year/Sec	From	To	No. of Students	Signature
1	Mr. R. Karun Kumar	ME	IV-A	20X41A0301	21X45A0311	16	
2	Mr.D.Rognatha Rao	ME	IV-A	21X45A0313	21X45A0328	13	
3	Mr. P.Tarun Naga Venkatesh	ME	IV-A	21X45A0330	21X45A0345	15	
4	Ms. Y.Durga Bhavani	ME	III-A	21X41A0302	22X45A0314	15	
5	Mr. R. Kiran Kumar	ME	III-A	22X45A0315	22X45A0321	7	
6	Mr.M.Hari Krishna	ME	II-A	22X41A0301	23X45A0311	15	
7	Mr. A.Stanly Kumar	ME	II-A	23X45A0312	23X45A0318	7	

HOD

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- Circulated to:
1. ME Class rooms
 2. Notice Board

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Accredited with NAAC 'A' grade
DEPARTMENT OF MECHANICAL ENGINEERING

Date 08-07-2023

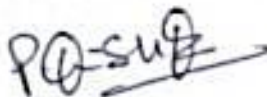
CIRCULAR

It is informed that all the faculty of ME department are requested to attend the meeting in HOD office on 10-07-2023 for appointing student mentors for the academic year 2023-24 for II-I, III-I & IV-I B. Tech students.


Hence all the staff members are advised to attend the meeting without fail.

Agenda of the meeting

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.


HOD


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- Circular to:
1. Principal Office
 2. Office
 3. ME Staff 
 4. Notice Board


b. n. s. s.


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DEPARTMENT OF MECHANICAL ENGINEERING

Date 11-07-2023

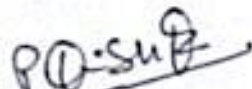
MINUTES OF MEETING

A meeting was convened by the Head, Department of ME for all faculty members of II-I, III-I & IV-I B. Tech on 10-07-2023.

Resolutions:

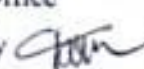


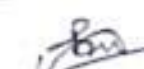
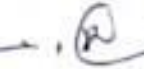

It was decided that the appointed mentors would

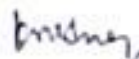
1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
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6. Prepare and plan well for the scheduled sessions with their respective mentees.


HOD


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1. Principal Office
2. ME Faculty      
3. Notice Board




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DEPARTMENT OF MECHANICAL ENGINEERING

Date 11-07-2023

CIRCULAR

With reference to the meeting conducted on 11-07-2023 in HOD office at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for II-I, III-I & IV-I B. Tech students.

S. No.	Faculty Name	Branch	Year/Sec	From	To	No. of Students	Signature
1	Mr. R. Karun Kumar	ME	IV-A	20X41A0301	21X45A0311	16	
2	Mr. D. Rognatha Rao	ME	IV-A	21X45A0313	21X45A0328	13	
3	Mr. P. Tarun Naga Venkatesh	ME	IV-A	21X45A0330	21X45A0345	15	
4	Ms. Y. Durga Bhavani	ME	III-A	21X41A0302	22X45A0314	15	
5	Mr. R. Kiran Kumar	ME	III-A	22X45A0315	22X45A0321	7	
6	Mr. M. Hari Krishna	ME	II-A	22X41A0301	23X45A0311	15	
7	Mr. A. Stanly Kumar	ME	II-A	23X45A0312	23X45A0318	7	

HOD

- Circulated to:
1. ME Class rooms
2. Notice Board

PRINCIPAL

PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 105.



SRK INSTITUTE OF TECHNOLOGY

Enikepadu, Vijayawada 521108 Affiliated to JNTUK
Approved by AICTE, ISO 9001:2015 Certified
Institution Accredited with NAAC 'A' grade
DEPARTMENT OF INFORMATION TECHNOLOGY

Date: 4-1-2024

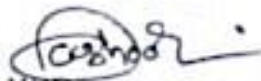
CIRCULAR

It is informed that all the faculty of IT Department are requested to attend the meeting in Unified Modeling Language (UML) Laboratory on 6-1-2024 for appointing student mentors for the academic year 2023-2024 for II-II & III-II B. Tech students.

Hence all the staff members are advised to attend the meeting without fail.

Agenda of the meeting:

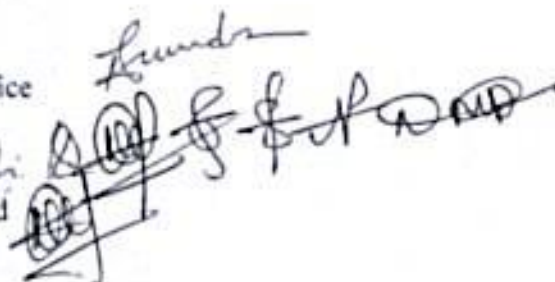
- To inform parents about the marks and attendance of their child.
- Improve Mentor-Student intimacy.
- To monitor the student attendance.
- To monitor the student behavior.
- Hearing the student problems and providing solutions.
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a counseling book.


HOD


PRINCIPAL

Circular to:

1. Principal office
2. Office
3. IT Staff
4. Notice Board




PRINCIPAL

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Institution Accredited with NAAC 'A' grade
DEPARTMENT OF INFORMATION TECHNOLOGY

Date: 8-1-2024


MINUTES OF MEETING

A meeting was convened by the Head, Department of IT for all the faculty members, of II-II and III-II B. Tech on 6-1-2024

Resolutions:

It was decided that the appointed mentors would

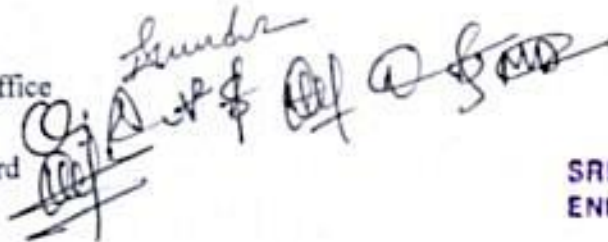
1. Maintain and update periodically academic and extra-curricular record of the allotted mentees performance.
2. Notify periodically parents about their wards attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential
6. Prepare and plan well for the scheduled sessions with their respective mentees.


HOD


PRINCIPAL

Circulated to

1. Principal Office
2. IT Faculty
3. Notice Board




PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 103.



SRK INSTITUTE OF TECHNOLOGY

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Institution Accredited with NAAC 'A' grade
DEPARTMENT OF INFORMATION TECHNOLOGY

Date: 8-1-2024

CIRCULAR

With reference to the meeting conducted on 8-1-2024 in Unified modeling language (UML) Lab at 2:00PM. The following members are appointed as student mentors for the academic year 2023-2024 for II-II and III-II B. Tech students.

S.NO	Faculty Name	Year/ Branch	Regd.No		No .of Students	Signature of th Mentor
			From	To		
1	Ms.P.SaiCharitha	II/IT	22X41A1201	22X41A1223	23	
2	Ms.Y.V.Nadini	II/IT	22X41A1224	22X41A1247	23	
3	Mr.S.Moshedayan	II/IT	22X41A1248	23X45A1213	23	
4	Dr.N.NeelimaPriyanka	III/IT	21X41A1201	21X41A1223	21	
5	Ms.Amritha Mishra	III/IT	21X41A1224	21X41A1246	23	
6	Ms.VedaSri	III/IT	21X41A1247	21X45A1206	22	
7	Ms.SriLakshmi	IV/IT	20X41A1201	20X41A1223	23	
8	Ms.A.Akhila	IV/IT	20X41A1224	20X41A1246	23	
9	Dr.G.D.K.Kishore	IV/IT	20X41A1247	21X45A1208	22	

HOD

PRINCIPAL

Circulated to

1. Principle Office
2. IT Faculty
3. Notice Board

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Institution Accredited with NAAC 'A' grade
DEPARTMENT OF INFORMATION TECHNOLOGY

Date: 24-7-2023

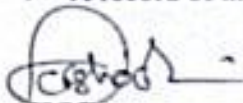
CIRCULAR

It is informed that all the faculty of IT Department are requested to attend the meeting in Unified Modeling Language(UML) Laboratory on 26-07-2023 for appointing student mentors for the academic year 2023-2024 for II-I,III-I & IV-I B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.

Agenda of the meeting

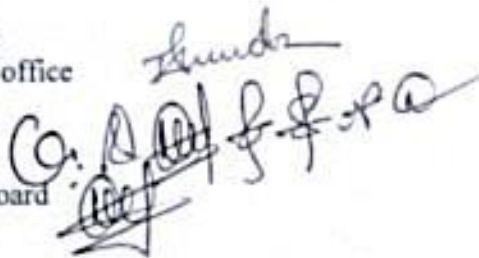
- To inform parents about the marks and attendance of their child.
- Improve Mentor-Student intimacy.
- To monitor the student attendance.
- To monitor the student behavior.
- Hearing the student problems and providing solutions.
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a counseling book.


HOD


Principal

Circular to:

1. Principal office
2. Office
3. IT Staff
4. Notice Board




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Institution Accredited with NAAC 'A' grade
DEPARTMENT OF INFORMATION TECHNOLOGY

Date: 28-7-2023

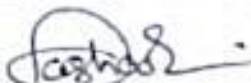
MINUTES OF MEETING

A meeting was convened by the Head, Department of IT for all faculty members of II-II, III-II, and IV-II B.Tech on 26-07-2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.


HOD

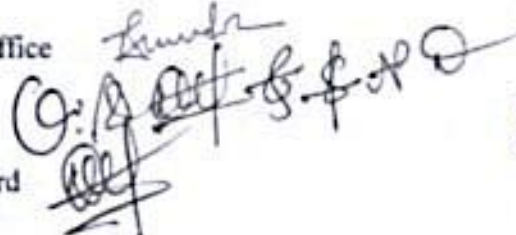

PRINCIPAL

Circulated to

1. Principal Office

2. IT Faculty

3. Notice Board




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DEPARTMENT OF INFORMATION TECHNOLOGY

Date:28-07-2023

CIRCULAR

With reference to the meeting conducted on 28-07-2023 in Unified modeling language(UML)lab at 2:00PM. The following members are appointed as student mentors for the academic year 2023-2024 for II-I, III-I, and IV-I B.Tech students.

S.No	Faculty Name	Year/ Branch	Regd.No		No. of Students	Signature of the Mentor
			From	To		
1	Ms.P.Sai Charitha	II/IT	22X41A1201	22X41A1223	23	
2	Ms.Y.V.Nadini	II/IT	22X41A1224	22X41A1247	23	
3	Mr.S.MosheDayan	II/IT	22X41A1248	23X45A1213	24	
4	Ms.A.Akhila	III/IT	21X41A1201	21X41A1223	23	
5	Ms.NeelimaPriyanka	III/IT	21X41A1224	21X41A1246	23	
6	Ms.VedaSri	III/IT	21X41A1247	22X45A1206	22	
7	Ms.G.SriLakshmi	IV/IT	20X41A1201	20X41A1223	23	
8	Ms.AmrithaMishra	IV/IT	20X41A1224	20X41A1246	23	
9	Dr.G.D.K.Kishore	IV/IT	20X41A1247	21X45A1208	22	

HOD

PRINCIPAL

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1. Principal Office

2. IT Faculty

3. Notice Board

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Date 05-07-2023

Circular

With reference to the meeting conducted on 04-07-2023 in HOD room at 2:00 pm. the following faculty members are appointed as student mentors for the academic year 2023-24 for IMBA students.

SNO	Faculty Name	Branch	Year/Sec	From	To	No of Students	Signature
1	MrB.Chinni	IMBA	V	19X41M0001	19X41M0020	20	<i>CL</i>
2	MrsB.Indira	IMBA	V	19X41M0021	19X41M0040	17	<i>B. Indira</i>
3	MrsA.Prathyusha	IMBA	V	19X41M0041	19X41M0066	15	<i>A. Prathyusha</i>
4	MrV.Srinivas	IMBA	IV	20X41M0001	20X41M0025	19	<i>V. Srinivas</i>
5	MrG.Kiran	IMBA	IV	20X41M0026	20X41M0055	18	<i>G. Kiran</i>
6	MrsT.Sowjanya	IMBA	III	21X41M0001	21X41M0021	21	<i>M. Sowjanya</i>
7	MrSK.Shafiullah	IMBA	II	22X41M0001	22X41M0021	21	<i>SK</i>
8	Mrs B.Indira	IMBA	I	23X41M0001	23X41M0020	20	<i>B. Indira</i>
9	Mrs A.Manju sri	IMBA	I	23X41M0021	23X41M0035	15	<i>A. Manjula</i>

B. Chinni
HOD 05/07/2023

P. V. Rao
PRINCIPAL

Circulated to:

- 1. MBA Class rooms
- 2. Notice Board

P. V. Rao
PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
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CL *SK* *GP* *Anam*



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Department of Business Administration

Date: 23-02-2024

CIRCULAR

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 26-02-2024 for appointing student mentors for the academic year 2023-2024 for I/II IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

Agenda for the meeting:

1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.

PRINCIPAL

Circulated to:

1. Principal office.
2. Office.
3. MBA staff.
4. Notice Board.

Handwritten initials and signatures: "Goutam 12" and "G.S.I."

Handwritten signature of the Principal in green ink.
PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 109.



SRK INSTITUTE OF TECHNOLOGY, Enikepadu, Vijayawada 521108, Approved by AICTE, An Autonomous Institution, Affiliated to JNTUK, Kakinada, Accredited with NBA& NAAC 'A' grade, ISO 9001:2015 Certified Institution
Department of Business Administration

Date:27-09-2023

CIRCULAR

With reference to the meeting conducted on 25-09-2023 in HOD room at 3:00PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for I-I IMBA students.

S No	Name of the Mentor	Branch	Year	Regd. No		No. of Students
				From	To	
1	Ms B.Indira	IMBA	I-I	23X41M0001	23X41M0020	20
2	MS A.Manju sri	IMBA	I-I	23X41M0021	23X41M0035	15

[Signature] 27/9/23
HoD

Circulated to:

- 1. IMBA Class rooms *[Signature]*
- 2. Notice Board *[Signature]*

[Signature]
PRINCIPAL

[Signature]
PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.



SRK INSTITUTE OF TECHNOLOGY, Enikepadu, Vijayawada 521108, Approved by AICTE, An Autonomous Institution, Affiliated to JNTUK, Kakinada, Accredited with NBA& NAAC 'A' grade, ISO 9001:2015 Certified Institution
Department of Business Administration

Date : 29-02-2024

MINUTES OF MEETING

A meeting was convened by the Head, Department of MBA for all faculty members of I-II IMBA on 26-02-2024.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

[Signature]
HoD 29/2/24

Circulated to

1. Principal Office
2. MBA Faculty
3. Notice Board

[Signature]

[Signature]
PRINCIPAL

[Signature]
PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY, Enikepadu, Vijayawada 521108, Approved by
AICTE, An Autonomous Institution, Affiliated to JNTUK, Kakinada, Accredited with
NBA& NAAC 'A' grade, ISO 9001:2015 Certified Institution
Department of Business Administration**

Date: 26-12-2023

CIRCULAR

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 29-12-2023 for appointing student mentors for the academic year 2023-2024 for II/II IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

Agenda for the meeting:

1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.


PRINCIPAL

Circulated to:

1. Principal office.
2. Office.
3. MBA staff.
4. Notice Board.




PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.



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Department of Business Administration

Date:10-08-2023

CIRCULAR

With reference to the meeting conducted on 07-08-2023 in HOD room at 3:00PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for II-I IMBA students.

S No	Name of the Mentor	Branch	Year	Regd. No		No. of Students
				From	To	
1	MrSK.Shafiullah	IMBA	II-I	22X41M0001	22X41M0021	21

B. Ganesan 10/8/23
HoD

Circulated to:

1. IMBA Class rooms
2. Notice Board


PRINCIPAL


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ENIKEPADU, VIJAYAWADA-521 108.



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Department of Business Administration

Date : 02-01-2024

MINUTES OF MEETING

A meeting was convened by the Head, Department of MBA for all faculty members of II-II IMBA on 29-12-2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

B. Suresh 02/1/24
HoD

Circulated to

1. Principal Office

2. MBA Faculty

3. Notice Board

CV

[Signature]
PRINCIPAL

[Signature]

PRINCIPAL
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ENIKEPADU, VIJAYAWADA-521 108.



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Department of Business Administration

Date: 30-10-2023

CIRCULAR

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 02-11-2023 for appointing student mentors for the academic year 2023-2024 for III/II, IV/II IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

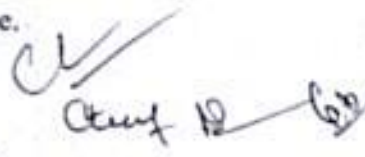
Agenda for the meeting:

1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.


PRINCIPAL

Circulated to:

1. Principal office.
2. Office.
3. MBA staff.
4. Notice Board.




PRINCIPAL
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Department of Business Administration

Date:06-11-2023

CIRCULAR

With reference to the meeting conducted on 02-11-2023 in HOD room at 3:00PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for III-II, IV-II IMBA students.

S No	Name of the Mentor	Branch	Year	Regd. No		No. of Students
				From	To	
1	MrV.Srinivas	IMBA	IV-II	20X41M0001	20X41M0025	19
2	MrG.Kiran	IMBA	IV-II	20X41M0026	20X41M0055	18
3	MrsT.Sowjanya	IMBA	III-II	21X41M0001	21X41M0021	21

B. Srinivas 06/11/23
HoD

Circulated to:

1. IMBA Class rooms
2. Notice Board


PRINCIPAL


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SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.



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Department of Business Administration

Date : 06-11-2023

MINUTES OF MEETING

A meeting was convened by the Head, Department of MBA for all faculty members of III-II, IV-II IMBA on 02-11-2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

B. [Signature] 06/11/23
HoD

Circulated to

1. Principal Office
2. MBA Faculty
3. Notice Board

[Signature] [Signature] [Signature]

[Signature]
PRINCIPAL

[Signature]
PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.



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Department of Business Administration

Date: 23-09-2023

CIRCULAR

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 25-09-2023 for appointing student mentors for the academic year 2023-2024 for I/I, IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

Agenda for the meeting:

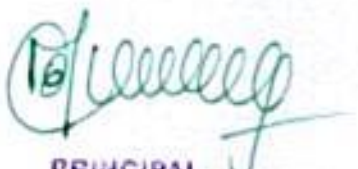
1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.


PRINCIPAL

Circulated to:

1. Principal office.
2. Office.
3. MBA staff.
4. Notice Board.




PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.



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Department of Business Administration

Date:29-02-2024

CIRCULAR

With reference to the meeting conducted on 26-02-2024 in HOD room at 3:00PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for I-II IMBA students.

S No	Name of the Mentor	Branch	Year	Regd. No		No. of Students
				From	To	
1	Mrs B.Indira	IMBA	I-II	23X41M0001	23X41M0020	20
2	Mrs A.Manju Sri	IMBA	I-II	23X41M0021	23X41M0035	15

B. Indira 29/2/24
HoD
Circulated to:
1. IMBA Class rooms *Gp*
2. Notice Board

[Signature]
PRINCIPAL

[Signature]
PRINCIPAL
SRK INSTITUTE OF TECHNOLOGY
ENIKEPADU, VIJAYAWADA-521 108.



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Department of Business Administration

Date : 27-09-2023

MINUTES OF MEETING

A meeting was convened by the Head, Department of MBA for all faculty members of I-I IMBA on 25-09-2023.

Resolutions:

It was decided that the appointed mentors would

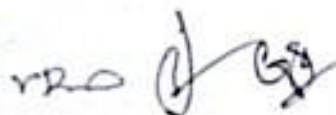
1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

B. G. S. 27/9/23
HoD


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Circulated to

1. Principal Office
2. MBA Faculty
3. Notice Board




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Department of Business Administration

Date: 05-08-2023

CIRCULAR

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 07-08-2023 for appointing student mentors for the academic year 2023-2024 for II/I, IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

Agenda for the meeting:

1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.


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Circulated to:

1. Principal office.
2. Office.
3. MBA staff.
4. Notice Board.




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Department of Business Administration



Date:02-01-2024

CIRCULAR

With reference to the meeting conducted on 29-12-2023 in HOD room at 3:00PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for II-II IMBA students.

S No	Name of the Mentor	Branch	Year	Regd. No		No. of Students
				From	To	
1	MrSK.Shafiullah	IMBA	II-II	22X41M0001	22X41M0021	21

Shafiullah
HOD 02/1/24

Circulated to:

1. IMBA Class rooms *Shafiullah*
2. Notice Board

Shafiullah
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Department of Business Administration

Date : 10-08-2023

MINUTES OF MEETING

A meeting was convened by the Head, Department of MBA for all faculty members of II-I IMBA on 07-08-2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

B. G. S. 10/8/23
HoD


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1. Principal Office
2. MBA Faculty
3. Notice Board

Handwritten initials and signatures

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Department of Business Administration

Date: 05-06-2023

CIRCULAR

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 07-06-2023 for appointing student mentors for the academic year 2023-2024 for III/I, IV/I, V/I IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

Agenda for the meeting:

1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.


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B. G. Reddy 05/6/23
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1. Principal office.
2. Office.
3. MBA staff. *vps & G.S.*
4. Notice Board.


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Department of Business Administration

Date:12-08-2023

CIRCULAR

With reference to the meeting conducted on 07-08-2023 in HOD room at 3:00PM. The following faculty members are appointed as student mentors for the academic year 2023-24 for III-I, IV-I, V-I IMBA students.

S No	Name of the Mentor	Branch	Year	Regd. No		No. of Students
				From	To	
1	MrsT.Sowjanya	IMBA	III-I	21X41M0001	21X41M0021	21
2	MrV.Srinivas	IMBA	IV-I	20X41M0001	20X41M0025	19
3	MrG.Kiran	IMBA	IV-I	20X41M0026	20X41M0055	18
4	MrsA.Prathyusha	IMBA	V-I	19X41M0041	19X41M0066	15

B. Srinivas 12/8/23
HoD

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1. IMBA Class rooms
2. Notice Board

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Department of Business Administration

Date : 12-06-2023

MINUTES OF MEETING

A meeting was convened by the Head, Department of MBA for all faculty members of III-I, IV-I, V-I IMBA on 07-06-2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

B. G. S. 12/6/23
HoD

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Circulated to

1. Principal Office
2. MBA Faculty
3. Notice Board

[Handwritten initials]

[Handwritten signature]

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