



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

Date: 14/05/2021

**CIRCULAR**

This is to inform I B.Tech faculty members that a meeting will be convened in online at 4PM on 17/05/2021 to appoint **Mentors** for the academic year 2020-2021 for B.Tech I-II students. All are advised to attend without fail.

Agenda for the meeting:

3. To appoint one mentor for every 16-20 students.
4. To discuss the duties and role of mentors.

*[Handwritten Signature]*

**The Head, Dept. of S&H**

*[Handwritten Signature]*

**Principal**

Circulated to

1. All HoDs *[Signature]*
2. S&H Faculty
3. AO
4. Notice board

*[Handwritten signatures and initials: Jans, Duate, CSE & MCA, Gupta, S, P. S. H. Mech., P.]*

*[Handwritten Signature]*

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ENIKEPADU, VIJAYAWADA



Date: 18/05/2021

### Meeting Minutes

A meeting was convened by the Head, Department of S&H for all faculty members of I B.Tech on 17/05/2021.

**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. Coach and 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.
7. Communicate to the students through whatsapp groups.

*[Handwritten Signature]*

**The Head, Dept. of S&H**

*[Handwritten Signature]*

**Principal**

Circulated to

1. All HoDs
2. S&H Faculty
3. AO
4. Notice board

*[Handwritten signatures and initials for distribution list]*  
 by CE, Jay, Duate, CS&IMCA, ECE, EEE, PO&M, Mech, etc.

*[Handwritten Signature]*

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22-03-2021

**CIRCULAR**

It is informed that all the faculty of CE department are instructed to attend the meeting on 23-03-2021 in the Civil Engineering department room for appointing student mentors (counseling) for the academic year 2020-21 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.

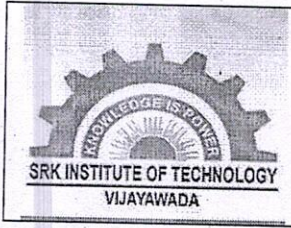
T. [Signature]  
HOD  
Copy to: 22/3/21

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

[Signature]  
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[Signature]  
PRINCIPAL  
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ENIKEPADU, VIJAYAWADA



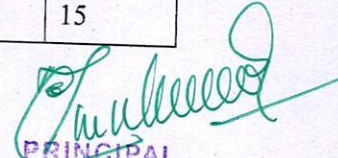
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24-03-2021

**Circular**

With reference to the meeting conducted 23-03-2020 in the Civil Engineering department room at 4:20PM. The following faculty members are appointed as student mentors(counseling) for the academic year 2020-21 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
				From	To	
1	M.Karthik Kumar	CE	II-A	19X41A0101	20X45A0115	18
2	K.Chandra Padmakar	CE	III-A	18X41A0103	18X41A0114	09
3	K.Chandra Padmakar	CE	III-B	19X45A0147	19X45A0157	11
4	N.Karanthi Rekha	CE	III-A	18X41A0115	18X41A0125	09
5	N.Karanthi Rekha	CE	III-B	19X45A0135	19X45A0146	11
6	A.Krishna Priya	CE	III-A	18X41A0126	18X41A0134	09
7	A.Krishna Priya	CE	III-B	19X45A0122	19X45A0133	11
8	E.Ushasree	CE	III-A	18X41A0133	18X41A0144	09
9	E.Ushasree	CE	III-B	19X45A0111	19X45A0121	11
10	Dr.T.Satyanarayana	CE	III-A	18X41A0145	18X41A0155	09
11	Dr.T.Satyanarayana	CE	III-B	19X45A0101	19X45A0110	09
12	Dr.T.Satyanarayana	CE	III-B	18X41A0101	18X41A0157	04
13	K.Kiran	CE	IV-A	17X41A0101	17X41A0110	10
14	K.Kiran	CE	IV-B	18X45A0152	18X45A0168	15
15	G.Sahithi	CE	IV-A	17X41A0111	17X41A0121	10
16	G.Sahithi	CE	IV-B	18X45A0136	18X45A0151	15
17	A.Anoop	CE	IV-A	17X41A0123	17X41A0132	10
18	A.Anoop	CE	IV-B	18X45A0119	18X45A0135	15

  
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19	J.Purna Chandra Rao	CE	IV-A	17X41A0133	17X41A0142	10
20	J.Purna Chandra Rao	CE	IV-B	18X45A0102	18X45A0118	15
21	M.Karthik Kumar	CE	IV-A	17X41A0143	17X41A0148	05

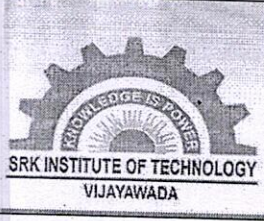
T. Lakshmi  
HOD 24/3/21

- Copy to:
1. CE Class rooms
  2. Notice Board

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Date: 24-03-2021

### Minutes of Meeting

A meeting was convened by the Head, Department of CE for all faculty members of II, III & IV B.Tech on 23-03-2021.

#### Resolutions:

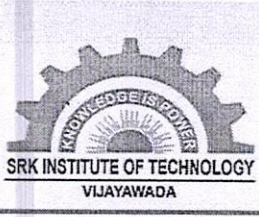
1. It was decided that the appointed mentors would
2. Maintain and update the academic and extra-curricular activities of the allotted mentee.
3. Notify periodically to the parents about their ward's attendance and academic performance.
4. Build mentor-mentee relationship to enhance mentee's self-esteem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

#### Circulated to:

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

*T. P. Srinivas*  
HOD CE 24/3/21

*[Signature]*  
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Department of Electrical and Electronics Engineering

6-04-2021

**CIRCULAR**

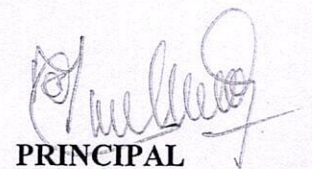
It is informed that all the faculty of EEE department are requested to attend the meeting in Control Systems laboratory on 7-04-2021 for appointing student mentors for the academic year 2020-21 for II-II & III-II B.Tech students.

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 register.

  
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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

08-04-2021

**CIRCULAR**

With reference to the meeting conducted on 7-04-2021 in Control Systems lab at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 for II-II& III-II B.Tech students.

S.No.	Faculty Name	Branch	Year	From	To	No. of Student	Signature
1	Ms. T V Maha Lakshmi	EEE	II	19X41A0201 & 20X45A0201	20X45A0215	16	
2	Ms. B Indraja	EEE	II	20X45A0216	20X45A0230	16	
3	Mr. N E Keerthi Chandra	EEE	III	18X41A0201 – 18X41A0213 &	19X45A0211	21	
4	Mr. S Nageswara Rao	EEE	III	19X45A0212	19X45A0232	20	

**HOD**

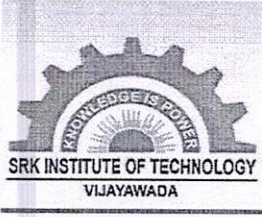
Circulated to:

1. EEE Class rooms
2. Notice Board

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Department of Electrical and Electronics Engineering

8-04-2021

### MINUTES OF MEETING


A meeting was convened by the Head, Department of EEE for all faculty members of II-II & III-II B.Tech on 7-4-2021.

#### Resolutions:

It was decided that the appointed mentors would

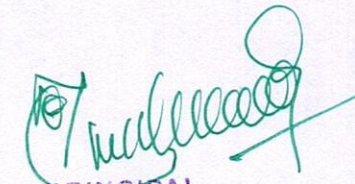
1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees 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.

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

  
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06-04-2021

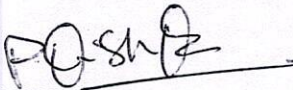
**CIRCULAR**

It is informed that all the faculty of ME department are requested to attend the online meeting on ZOOM app on 06-04-2021 for appointing student mentors for the academic year 2020-21 for II-II, III-II & IV-II B.Tech students.

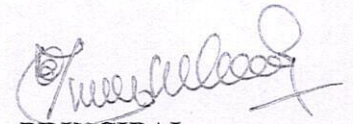
Hence all the staff members are advised to attend the meeting without fail.

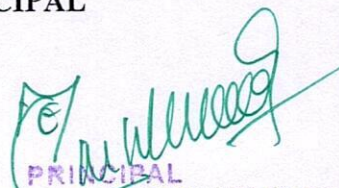
**Agenda of the meeting**

- 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.

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

  
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Date: 08-04-2021

**CIRCULAR**

With reference to the meeting conducted on 07-04-2021 in Head of the department of Mechanical room, the below stated faculty members have been assigned the duty of mentorship for the following B.Tech II-II, III-II & IV-II students.

**IV YEAR (2018-19) BATCH**

S.No	Faculty name	Roll no allotted	Signature of staff
1	Mr. U TANOJ	17X41A0301 to 17X41A0331 (20)	
2	Mr. D. ROGNATHA RAO	17X41A0332 to 18X45A0306 (20)	
3	Ms. P. BHAGYA LAKSHMI	18X45A0307 to 18X45A0326 (20)	
4	Mr. R.KIRAN KUMAR	18X45A0327 to 18X45A0346 (20)	
5	Mr. G. DURGA PRASAD	18X45A0347 to 18X45A0368, 16X41A0322, 16X41A0349 (23)	

**III YEAR (2019-20) BATCH**

S.No	Faculty name	Roll no allotted	Signature of staff
1	Mr. R.KARUN KUMAR	18X41A0301 to 18X41A0328 (25)	
2	Ms. Y. DURGA BHAVANI	17NQ1A306, 19X45A0301 to 19X45A0319 (18)	
3	Mr. V.PAVAN KUMAR	19X45A0320 to 19X45A0339 (20)	
4	Ms. D. HARITHA BRAHMA	19X45A0340 to 19X45A0360 (20)	

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II YEAR (2020-21) BATCH

S.No	Faculty name	Roll no allotted	Signature of staff
1	Mr. V BALA CHINA LINGAM	19X41A0301 to 19X41A0309, 20X45A0301 to 20X45A0317 (25)	

The Head, Dept. of Mechanical

  
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2. Mechanical Staff
3. Notice Board

  
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Date: 08-04-2021

**Meeting Minutes**

A meeting was convened by the Head, Department of ME for all faculty members of II-II, III-II & IV-II B.Tech on 07-04-2021.

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.

The Head, Dept. of ME

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3. Notice Board

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08-04-2021

**Circular**

With reference to the meeting conducted on 07-04-2021 using the ZOOM portal at 6:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 for II-II, III-II & IV-II B.Tech students.

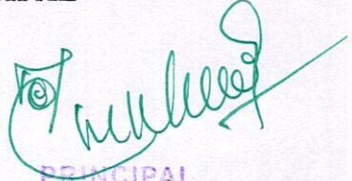
S No	Name of the Mentor	Branch	Year-Section	Regd. No		No. of Students
				From	To	
1	Mr. V.Bala China Lingam	ME	II-A	19X41A0301 to 19X41A0309	20X45A0301 to 20X45A0317	25
2	Mr. R.Karun Kumar	ME	III-A	18X41A0301	18X41A0328	25
3	Ms. Y. Durga Bhavani	ME	III-B	17NQ1A306, 19X45A0301	19X45A0319	18
4	Mr. V.Pavan Kumar	ME	III-B	19X45A0320	19X45A0339	20
5	Ms. D. Haritha Brahma	ME	III-B	19X45A0340	19X45A0360	20
6	Mr. U.Tanoj	ME	IV-A	17X41A0301	17X41A0331	20
7	Mr. D. Rognatha Rao	ME	IV-A	17X41A0332	18X45A0306	20
8	Ms. P. Bhagya Lakshmi	ME	IV-B	18X45A0307	18X45A0326	20
9	Mr. R.Kiran Kumar	ME	IV-B	18X45A0327	18X45A0346	20
10	Mr. G. Durga Prasad	ME	IV-B	18X45A0347 to 18X45A0368, 16X41A0322	16X41A0349	23

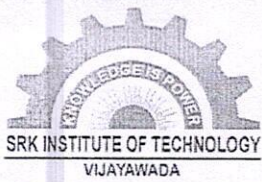
  
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1. ME Class rooms
2. Notice Board

  
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6-04-2021

**CIRCULAR**

It is informed that all the faculty of ECE department are instructed to attend the online meeting in ZOOM on 6-04-2021 for appointing student mentors for the academic year 2020-21 for II-II, III-II & IV-II B.Tech students.

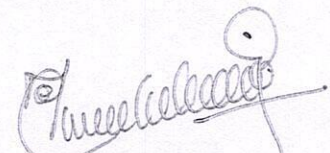
Hence the all the staff members are advised to attend the meeting without fail.

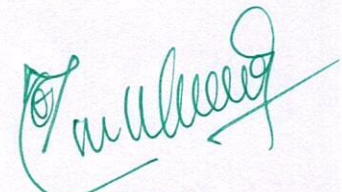
**Agenda of the meeting**

- 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.

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

  
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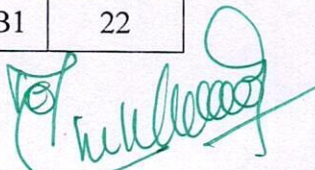
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Date 8-04-2021

**Circular**

With reference to the meeting conducted 7-04-2021 in the ZOOM portal at 6:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 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
				From	To	
1	Mrs.T.Vishnu Priya	ECE	II-A	19X41A0401	19X41A0420	20
2	Mr.B.Ravi	ECE	II-A	19X41A0421	19X41A0441	20
3	Dr.S.Sri Gowri	ECE	II-A	19X41A0442	20X45A0408	20
4	Mrs.A.V.P.Sarvari	ECE	II-B	19X41A0454	19X41A0476	19
5	Mr.P.Koteswara Rao	ECE	II-B	19X41A0477	19X41A0495	19
6	Mr.B.Naveen	ECE	II-B	19X41A0496	20X45A0419	19
7	Mr.V.Sekhara Babu	ECE	III-A	18X41A0401	18X41A0423	22
8	Mr.B.S.S.Telesh	ECE	III-A	18X41A0424	18X41A0445	22
9	Ms.T.Manogna	ECE	III-A	18X41A0446	19X45A0408	21
10	Mr.D.Ravi Tej	ECE	III-B	18X41A0461	18X41A0481	21
11	Mr.Ch Siva Rajesh	ECE	III-B	18X41A0482	18X41A04A4	21
12	Dr.B.Vanajakshi	ECE	III-B	18X41A04A5	19X45A0424	20
13	Mr. P Ratna Bhaskar	ECE	IV-A	17X41A0401	17X41A0423	22
14	Mr. P Raveendra	ECE	IV-A	17X41A0424	17X41A0452	22
15	Ms. V Sri Lakshmi	ECE	IV-A	17X41A0453	16X41A0474	22
16	Mr. K Venkateswara Rao	ECE	IV-B	17X41A0462	17X41A0489	23
17	Mr. G Surya Prakash	ECE	IV-B	17X41A0490	17X41A04B1	22

  
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ENIKEPADU, VIJAYAWADA



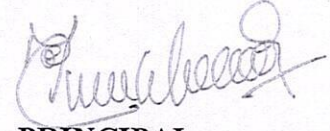


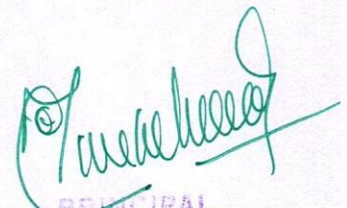
**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)

18	Ms. CH. J Gayathri	ECE	IV-B	17X41A04B2	17HP41A0440	22
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**HOD**

- Copy to:
1. ECE Class rooms
  2. Notice Board

  
**PRINCIPAL**

  
**PRINCIPAL**  
**SRK INSTITUTE OF TECHNOLOGY**  
**ENIKEPADU, VIJAYAWADA**



Date 8-04-2021

### Meeting Minutes

A meeting was convened by the Head, Department of ECE for all faculty members of II-II, III-II & IV-II B.Tech on 07-04-2021.

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.

*S. Sri Gowri*  
**The Head, Dept. of ECE**

*[Signature]*  
**PRINCIPAL**

Circulated to

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

*[Signature]*  
**PRINCIPAL**  
**SRK INSTITUTE OF TECHNOLOGY**  
**ENIKEPADU, VIJAYAWADA**



S. Srinivas  
10/11/21

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Department of Computer Science and Engineering

Date: 06/04/2021

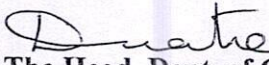
### CIRCULAR

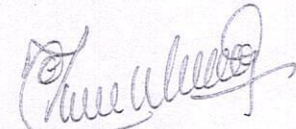
It is informed that all the faculty of CSE department are instructed to attend the online meeting in ZOOM on 06-04-2021 for appointing student mentors for the academic year 2020-21 for II-II, III-II, IV-II B. Tech students.

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

#### Agenda for the meeting:

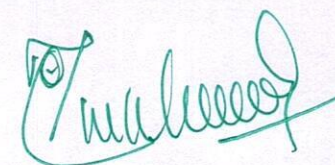
- To inform parents about the marks and attendance of their child.
- Improve Mentor-Student intimacy.
- To mentor the student attendance
- To monitor the student behavior.
- Hearing the student problems and providing solutions.
- Providing awareness on career path , higher studies , Entrepreneurship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

  
The Head, Dept. of CSE

  
PRINCIPAL

Circular to :

1. Principal office
2. CSE Faculty
3. Notice board

  
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ENIKEPADU, VIJAYAWADA



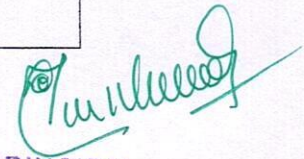
**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Computer Science and Engineering

Date: 08/04/2021

**CIRCULAR**

With reference to the meeting conducted on 06/04/2021 in the ZOOM portal at 6:00PM. The following faculty members have been assigned the duty of mentorship for the following B.Tech II-II, III-II, IV-II students.

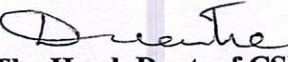
SN o	Name of the Mentor	Year- section	Regd. No		No of students
			From	To	
1	Ms. K. Sri Lakshmi	II-A	19X41A0501	19X41A0521,561,562	22
2	Ms. M. Venkata Lakshmi	II-A	19X41A0522	19X41A0540,563,564	22
3	Dr. B. Asha Latha	II-A	19X41A0541	19X41A0560	20
4	Ms D. Anusha	II-B	19X41A0565	19X41A0584, LE5, LE8	22
5	Ms P. Usha Sri	II-B	19X41A0585	19X41A05A4, LE6, LE9	22
6	Dr. D. Haritha	II-B	19X41A05A5	20X45A0504, LE7	21
7	Ms P. Bhagya Lakshmi	III-A	18X41A0501	18X41A0523, LE6, LE7	23
8	Dr. N. Neelima Priyanka	III-A	18X41A0524	18X41A0544, 17X41A0529, 18X45A0512	22
9	Ms D. Madhavi	III-A	18X41A0545	18X41A0560, LE1-LE5, 18X45A0502, 18MC1A0526	22
10	Mr M.V.Sumanth	III-B	18X41A0561	18X41A0581, LE13, LE14	22

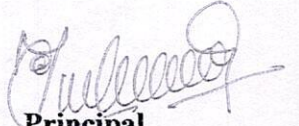
  
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ENIKEPADU, VIJAYAWADA



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Department of Computer Science and Engineering

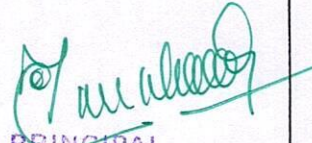
11	Mr Ch. Ambedkar	III-B	18X41A0582	18X41A05A1, LE15, LE16	22
12	Dr. B. Srikanth	III-B	18X41A05A2	19X45A0512, LE17	21
13	Mr E. Naga Raju	IV-A	17X41A0501	17X41A0524	20
14	Dr. A. Radhika	IV-A	17X41A0525	17X41A0546	20
15	Ms Hameeda Khatoon	IV-A	17X41A0547	16X41A060	20
16	Mr. A. Kalyan Kumar	IV-B	17X41A0561	17X41A0580	20
17	Mr. Y. Naga Malleswara Rao	IV-B	17X41A0581	17X41A05A2	19
18	M. Naresh Babu	IV-B	17X41A05A4	172W1A0501	20

  
The Head, Dept. of CSE

  
Principal

Copy to

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2. CSE Faculty
3. Notice Board

  
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Department of Computer Science and Engineering

Date: 07/04/2021

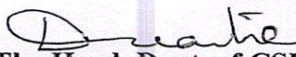
### Meeting Minutes

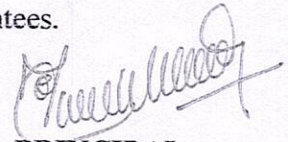
A meeting was convened by the Head, Department of CSE for all faculty members of II-II, III-II, IV-IIB.Tech on 06/04/21.

#### 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 ward's attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Coach and 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.

  
The Head, Dept. of CSE

  
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2. CSE Faculty
3. Notice Board

  
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Department of INFORMATION TECHNOLOGY

Date: 07-04-2021

**CIRCULAR**

With reference to the meeting conducted on 07-04-2021 in IT HOD room, the following faculty members are appointed as student mentors for the academic year 2020-21 II-II, III-II & IV-II B.Tech students.

**II/IV IT II SEMESTER**

S.No	Name of the mentor	Year/ Branch	Regd.No		No of students	Signature of the mentor
			From	To		
1	Mrs. Y.V.Nandini	II/IT	19X41A1201	19X41A1218	18	
2	Mrs. AmrithaMishra	II/IT	19X41A1219	19X41A1236	18	
3	Mrs.P.Sai Charitha	II/IT	19X41A1238	19X41A1256	19	

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Department of INFORMATION TECHNOLOGY

**III/IV IT II SEMESTER**

S.No	Name of the mentor	Year/ Branch	Regd.No		No of students	Signature of the mentor
			From	To		
1	Mrs. A.Vedasri	III/IT	18X41A1201	18X41A1218	17	
2	Mr.M.Suresh Babu	III/IT	18X41A1219	18X41A1236	17	
3	Mr.M.Rambhupal	III/IT	18X41A1237	19X45A1206	18	

**IV/IV IT II SEMESTER**

S.No	Name of the mentor	Year/ Branch	Regd.No		No of students	Signature of the mentor
			From	To		
1.	Mrs. G.SriLakshmi	IV/IT	17X41A1202	17X41A1224	22	
2.	Mr.G.D.K.Kishore	IV/IT	17X41A1225	17X41A1248	22	

**The Head, Dept. of IT**

Circulated to

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2. IT Faculty
3. Notice Board

**Principal**

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17-02-2021


**CIRCULAR**

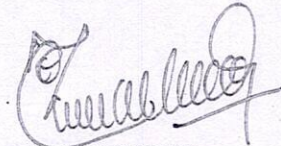
It is informed that all the faculty of IMBA department are requested to attend the online meeting on ZOOM app on 17-02-2021 for appointing student mentors for the academic year 2020-21 for I-I IMBA students.

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.

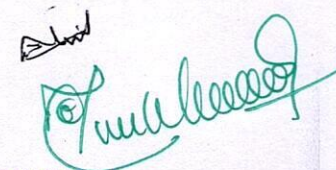
  
HOD

  
PRINCIPAL

Circular to:

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

*B. Srinivas, Clerk, principal, reading, dept*  
*BA*

  
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Date 21-02-2021


### Meeting Minutes


A meeting was convened by the Head, Department of MBA for all faculty members of I-I MBA on 17-02-2021.

#### Resolutions:

It was decided that the appointed mentors would

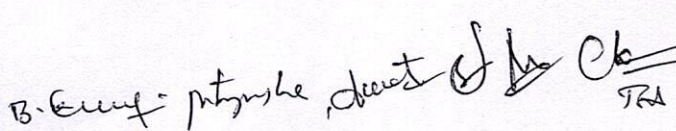
1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees 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.

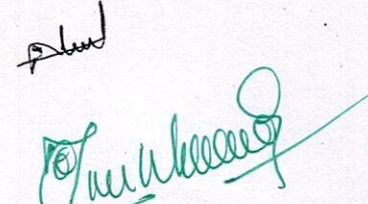
  
The Head, Dept. of MBA

  
PRINCIPAL

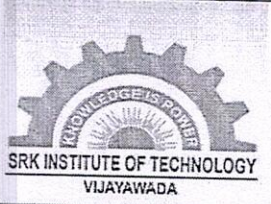
Circulated to

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

  
B. G. S. Prasad, Head of Dept. of MBA

  
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18-02-2021

**Circular**

With reference to the meeting conducted on 17-02-2021 using the ZOOM app at 6:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 for I-I IMBA students.

**FOR A Y 2020-21 MENTOR-MENTEE LIST –SEM-I**

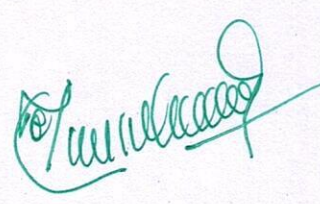
S. N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Students
				From	To	
1	Dr.M.Veerabhadra Rao	IMBA	I-I	20X41M0001	20X41M0020	20
2	Mr.G.Kiran	IMBA	I-I	20X41M0021	20X41M0040	20
3	Mr.P.Naga Srinivas Rao	IMBA	I-I	20X41M0041	20X41M0057	17

**HOD**

Circulated to:

1. MBA Class rooms
2. Notice Board

  
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**PRINCIPAL**  
**SRK INSTITUTE OF TECHNOLOGY**  
**ENIKEPADU, VIJAYAWADA**



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22-03-2021

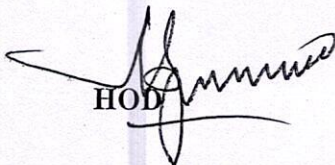
**CIRCULAR**

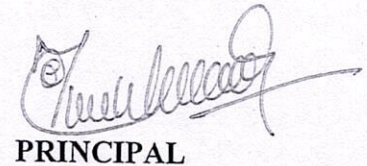
It is informed that all the faculty of IMBA department are requested to attend the meeting at HOD chamber on 23-03-2021 for appointing student mentors for the academic year 2020-21 for I-II, II-II, III-II & IV-II IMBA students.

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.

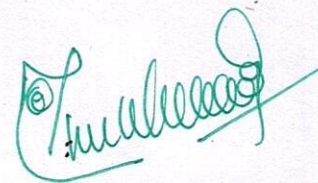
  
HOD

  
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Circular to:

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

*Handwritten notes: 2020-21, 23/3/21, 7/21*



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Date 24-03-2021

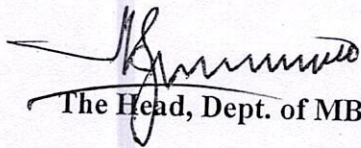
### Meeting Minutes

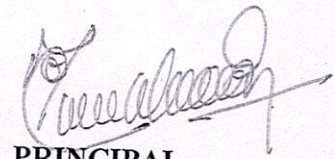
A meeting was convened by the Head, Department of MBA for all faculty members of I-II, II-II, III-II & IV-II IMBA on 24-03-2021.

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.

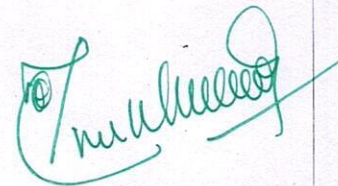
  
The Head, Dept. of MBA

  
PRINCIPAL

Circulated to

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

*B. Suresh Kumar, Head of Dept. of MBA*  
*Ch*  
*TRB*  
*ACW*



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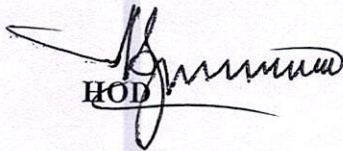
24-03-2021

Circular

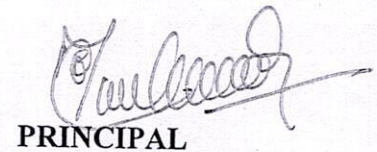
With reference to the meeting conducted on 23-03-2021 at HOD chamber. The following faculty members are appointed as student mentors for the academic year 2020-21 for I-II, II-II, III-II, & IV-II IMBA students.

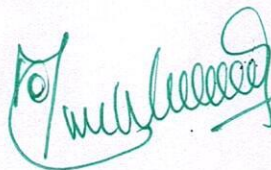
FOR A Y 2020-21 MENTOR-MENTEE LIST –SEM-II

S.N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Students
				From	To	
1	Dr.M.Veerabhadra Rao	IMBA	I-II	20X41M0001	20X41M0020	20
2	Mr.G.Kiran	IMBA	I-II	20X41M0021	20X41M0040	20
3	Mrs.A.Prathushya	IMBA	I-II	20X41M0041	20X41M0057	17
4	Mr.Sk.Shafiullah	IMBA	II-II	19X41M0001	19X41M0020	20
5	Mrs.G.Sri Lalitha	IMBA	II-II	19X41M0021	19X41M0040	20
6	Mr.B.Indira	IMBA	II-II	19X41M0041	16X41M0066	21
7	Mr.B.V.S.S Subba Rao	IMBA	III-II	18X41M0001	18X41M0018	16
8	Mrs.A.Prathushya	IMBA	III-II	18X41M0019	18X41M0034	16
9	Mr.P.Naga Srinivas Rao	IMBA	III-II	18X41M0035	18X41M0051	15
10	Mr.V.Srinivas	IMBA	IV-II	17X41M0001	17X41M0022	13

  
HOD

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

  
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Department of Master of Computer Applications

*II Sem*

Date: 01-06-2021

**CIRCULAR**

It is informed that all the faculty of MCA department are requested to attend the staff meeting on 02-06-2021 for appointing student mentors for the academic year 2020-21 for I-II 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.

*D. S. Reddy*  
**HOD**

*[Signature]*  
**PRINCIPAL**

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

*[Signature]*  
**PRINCIPAL**  
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(ISO 9001:2015 Certified Institution)  
Department of Master of Computer Applications

Date: 03-06-2021

**Circular**

With reference to the meeting conducted on 02-06-2021 in BLC 2 Lab at 4:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 for I-II students.

SN o	Name of the Mentor	Year- section	Regd. No		Signature
			From	To	
1	Ms. M.Anitha	I-I	20X4F0001	20X4F0017	
2	Mr.Ch Satyanarayana	I-I	20X4F0018	20X4F0033	
3	MrU. Hari Krishna	I-I	20X4F0034	20X4F0049	

HOD

PRINCIPAL

Circulated to:  
1.MCA Class rooms  
2. Notice Board

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Department of Master of Computer Applications

Date 02-06-2021

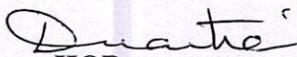
**Meeting Minutes**

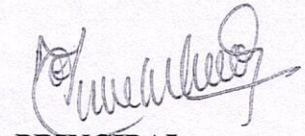
A meeting was convened by the Head, Department of MCA for all MCA faculty members of I-II on 02-06-2021.

Resolutions:

It was decided that the appointed mentors would

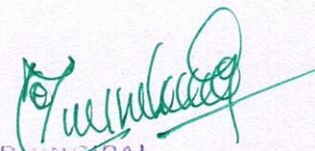
1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees 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. MCA Faculty
3. Notice Board

  
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Date: 26/02/2021

**CIRCULAR**

This is to inform I B.Tech faculty members that a meeting will be convened in English Language laboratory at 4PM on 02/03/2021 to appoint **Mentors** for the academic year 2020-2021 for B.Tech I-I students. All are advised to attend without fail.

Agenda for the meeting:

1. To appoint one mentor for every 16-20 students.
2. To discuss the duties and role of mentors.

*Radmaji*  
**The Head, Dept. of S&H** 26/2/21

*[Signature]*  
**Principal**

Circulated to

1. All HODs
2. S&H Faculty
3. AO
4. Notice board

*[Handwritten signatures and initials]*  
CE, P&S, D. Sathya, CSE & MCA, ECEEE, ME, IP, Campall, Jay.

*[Signature]*  
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Date: 02/03/2021

**Meeting Minutes**

A meeting was convened by the Head, Department of S&H for all faculty members of I B.Tech on 02/03/2021

**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. Coach and 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.

*[Handwritten Signature]*  
2/3/21

**The Head, Dept. of S&H**

*[Handwritten Signature]*

**Principal**

Circulated to

1. 1 All HoDs
2. S&H Faculty
3. AO
4. Notice board

*[Handwritten signatures and initials for distribution list]*

*[Handwritten Signature]*

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 ENIKEPADU, VIJAYAWADA



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
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5-10-2020

**CIRCULAR**

It is informed that all the faculty of CE department are requested to attend the online meeting on ZOOM app on 6-10-2020 for appointing student mentors for the academic year 2020-21 for II-I, III-I & IV-I B.Tech students.

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

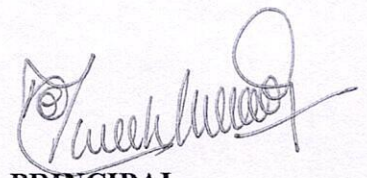
**Agenda of the meeting**

- 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.

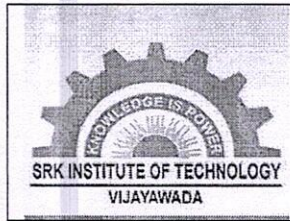
T. Lakshmi  
HOD 5/10/20

Circular to:

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

  
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10-10-2020

**Circular**

With reference to the meeting conducted on 6-10-2020 using the ZOOM app at 6:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 for II-I, III-I & IV-I B.Tech students.


S No	Name of the Mentor	Branch	Year-Section	Regd. No		No. of Students
				From	To	
1	M.Karthik Kumar	CE	II-A	19X41A0101	18X41A0101	05
2	K.Chandra Padmakar	CE	III-A	18X41A0103	18X41A0114	09
3	K.Chandra Padmakar	CE	III-B	19X45A0147	19X45A0157	11
4	N.Karanthi Rekha	CE	III-A	18X41A0115	18X41A0125	09
5	N.Karanthi Rekha	CE	III-B	19X45A0135	19X45A0146	11
6	A.Krishna Priya	CE	III-A	18X41A0126	18X41A0134	09
7	A.Krishna Priya	CE	III-B	19X45A0122	19X45A0133	11
8	E.Ushasree	CE	III-A	18X41A0133	18X41A0144	09
9	E.Ushasree	CE	III-B	19X45A0111	19X45A0121	11
10	Dr.T.Satyanarayana	CE	III-A	18X41A0145	18X41A0155	11
11	Dr.T.Satyanarayana	CE	III-B	19X45A0101	19X45A0110	09
12	K.Kiran	CE	IV-A	17X41A0101	17X41A0110	10
13	K.Kiran	CE	IV-B	18X45A0152	18X45A0168	15
14	G.Sahithi	CE	IV-A	17X41A0111	17X41A0121	10
15	G.Sahithi	CE	IV-B	18X45A0136	18X45A0151	15
16	A.Noop	CE	IV-A	17X41A0123	17X41A0132	10
17	A.Noop	CE	IV-B	18X45A0119	18X45A0135	15

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SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA

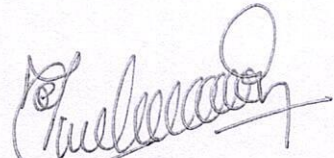


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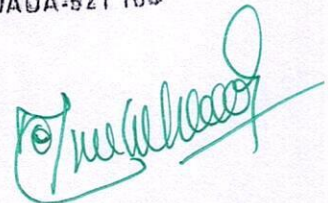
18	J.Purna Chandra Rao	CE	IV-A	17X41A0133	17X41A0142	10
19	J.Purna Chandra Rao	CE	IV-B	18X45A0102	18X45A0118	15
20	M.Karthik Kumar	CE	IV-A	17X41A0143	17X41A0148	05

T.   
HOD  
10/10/20

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

  
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Date 6-10-2020

### Meeting Minutes

A meeting was convened by the Head, Department of CE for all faculty members of II-I, III-I & IV-I B.Tech on 06-10-2020.

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.

*T. Lakshmi*  
The Head, Dept. of CE  
6/10/20

Circulated to

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

*M. Lakshmi*  
PRINCIPAL  
SRK Institute of Technology  
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*M. Lakshmi*  
PRINCIPAL  
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5-10-2020

**CIRCULAR**

It is informed that all the faculty of EEE department are requested to attend the online meeting on ZOOM app on 6-10-2020 for appointing student mentors for the academic year 2020-21 for II-I & III-I B.Tech students.

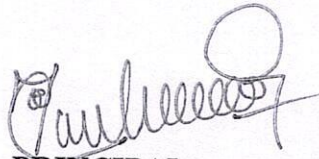
Hence all the staff members are advised to attend the meeting without fail.

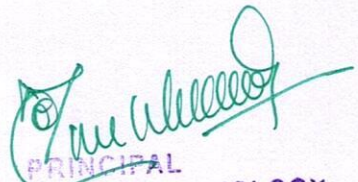
**Agenda of the meeting**

- 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**

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

  
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**ENIKEPADU, VIJAYAWADA**





Date 6-10-2020

### Meeting Minutes

A meeting was convened by the Head, Department of EEE for all faculty members of II-I & III-I B.Tech on 06-10-2020.

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.

*S. Sri Gowri*  
The Head, Dept. of EEE

*[Signature]*  
PRINCIPAL

Circulated to

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

*[Signature]*  
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10-10-2020

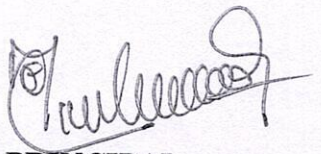
**Circular**

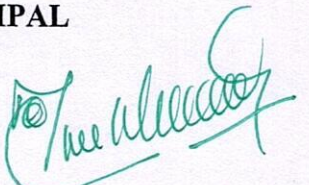
With reference to the meeting conducted on 6-10-2020 using the ZOOM app at 6:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 for II-I & III-I B.Tech students.

S No	Name of the Mentor	Branch	Year-Section	Regd. No		No. of Students
				From	To	
1	Mr. S Nageswara Rao	EEE	II	19X41A0201	20X45A0215	16
2	Mr. N E Keerthi Chandra	EEE	II	20X45A0216	20X45A0230	15
3	Ms T V Maha Lakshmi	EEE	III	18X41A0201	19X45A0203	15
4	Mr. K Satyanarayana	EEE	III	19X45A0204	19X45A0216	13
5	Ms. B Indraja	EEE	III	19X45A0217	19X45A0233	16

  
**HOD**

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

  
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05-10-2020

**CIRCULAR**

It is informed that all the faculty of ME department are requested to attend the online meeting on ZOOM app on 06-10-2020 for appointing student mentors for the academic year 2020-21 for II-I, III-I & IV-I B.Tech students.

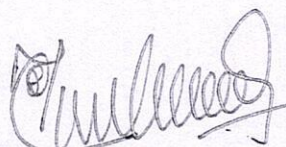
Hence all the staff members are advised to attend the meeting without fail.

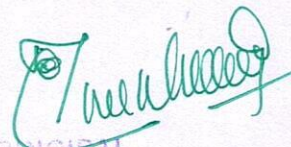
**Agenda of the meeting**

- 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

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

  
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Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)

Date: 06-10-2020

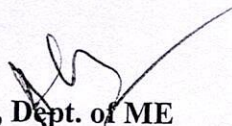
**Meeting Minutes**

A meeting was convened by the Head, Department of ME for all faculty members of II-I, III-I & IV-I B.Tech on 06-10-2020.

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.

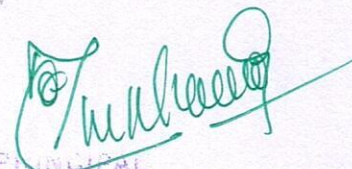
  
The Head, Dept. of ME

  
PRINCIPAL

Circulated to

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

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(ISO 9001:2015 Certified Institution)

10-10-2020

**Circular**

With reference to the meeting conducted on 06-10-2020 using the ZOOM app at 6:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 for II-I, III-I & IV-I B.Tech students.

S No	Name of the Mentor	Branch	Year-Section	Regd. No		No. of Students
				From	To	
1	Mr. V.Bala China Lingam	ME	II-I	19X41A0301 to 19X41A0309	20X45A0301 to 20X45A0317	26
2	Mr. R.Karun Kumar	ME	III-I	18X41A0301	18X41A0328	25
3	Ms. Y. Durga Bhavani	ME	III-I	17NQ1A306, 19X45A0301	19X45A0319	20
4	Mr. V.Pavan Kumar	ME	III-I	19X45A0320	19X45A0339	20
5	Ms. D. Haritha Brahma	ME	III-I	19X45A0340	19X45A0360	20
6	Mr. U.Tanoj	ME	IV-I	17X41A0301	17X41A0331	20
7	Mr. D. Rognatha Rao	ME	IV-I	17X41A0332	18X45A0306	20
8	Ms. P. Bhagya Lakshmi	ME	IV-I	18X45A0307	18X45A0326	20
9	Mr. R.Kiran Kumar	ME	IV-I	18X45A0327	18X45A0346	20
10	Mr. G. Durga Prasad	ME	IV-I	18X45A0347 to 18X45A0368, 16X41A0322	16X41A0349	24

HOD

Circulated to:

1. ME Class rooms
2. Notice Board

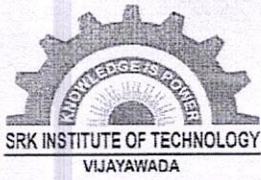
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ENIKEPADU, VIJAYAWADA



5-10-2020

**CIRCULAR**

It is informed that all the faculty of ECE department are instructed to attend the online meeting in ZOOM on 6-10-2020 for appointing student mentors (counselling) for the academic year 2020-21 for II-I, III-I & IV-I B.Tech students.

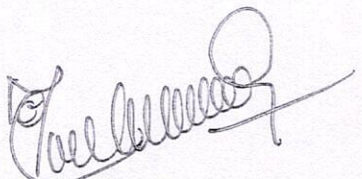
Hence the all the staff members are advised to attend the meeting without fail.

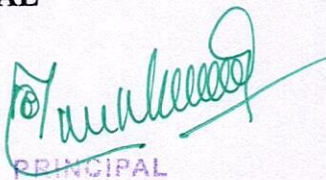
**Agenda of the meeting**

- 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.

  
**HOD**

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

  
**PRINCIPAL**

  
**PRINCIPAL**  
**SRK INSTITUTE OF TECHNOLOGY**  
**ENIKEPADU, VIJAYAWADA**



Date 6-10-2020

### Meeting Minutes

A meeting was convened by the Head, Department of ECE for all faculty members of II-I, III-I & IV-I B.Tech on 06-10-2020.

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.

*S. Sri Gowri*  
The Head, Dept. of ECE

*[Signature]*  
PRINCIPAL

Circulated to

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

*[Signature]*  
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Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)

10-10-2020

**Circular**

With reference to the meeting conducted 6-10-2020 in the ZOOM portal at 6:00PM. The following faculty members are appointed as student mentors(counselling) for the academic year 2020-21 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
				From	To	
1	Mr. P Raveendra	ECE	II-A	19X41A0401	19X41A0421	21
2	Dr. B. Vanajakshi	ECE	II-A	19X41A0422	19X41A0441	20
3	Mr. V. Shekar Babu	ECE	II-A	19X41A0442	20X45A0408	20
4	Mr. Ch. Siva Rajesh	ECE	II-B	19X41A0454	19X41A0475	21
5	Mr. D. Ravi Tej	ECE	II-B	19X41A0476	19X41A0496	21
6	Mr. V. Srinivas	ECE	II-B	19X41A0497	20X45A0419	19
7	Mr. B. Ravi	ECE	III-A	18X41A0401	18X41A0423	22
8	Dr. S. Sri Gowri	ECE	III-A	18X41A0424	18X41A0445	22
9	Ms. T. Vishnu Priya	ECE	III-A	18X41A0446	19X45A0408	21
10	Mr. B.S.S. Tejesh	ECE	III-B	18X41A0461	18X41A0480	20
11	Ms. N. Mayuri	ECE	III-B	18X41A0481	18X41A04A2	20
12	Ms. N.V.K. Maha Lakshmi	ECE	III-B	18X41A04A3	17X41A0498	22
13	Mr. G. Surya Prakash	ECE	IV-A	17X41A0401	17X41A0424	23
14	Mr. K. Venkateswara Rao	ECE	IV-A	17X41A0425	17X41A0452	22
15	Ms. T. Manogna	ECE	IV-A	17X41A0453	16X41A0474	22
16	Mr. P. Koteswara Rao	ECE	IV-B	17X41A0462	17X41A0489	23
17	Mr. P. Ratna Bhaskar	ECE	IV-B	17X41A0490	17X41A04B2	22

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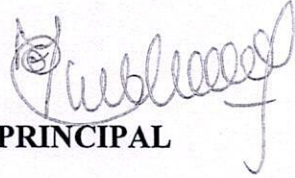


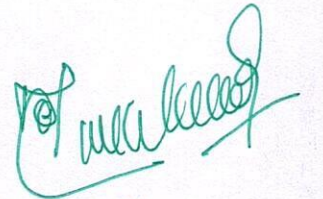
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(ISO 9001:2015 Certified Institution)

18	Ms. A.V. P. Sarvari	ECE	IV-B	17X41A04B3	17HP1A0440	22
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8  
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- Copy to:
1. ECE Class rooms
  2. Notice Board

  
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Department of Computer Science and Engineering

*3 sens*

Date: 5-10-2020

**CIRCULAR**

It is informed that all the faculty of CSE department are requested to attend the online meeting on ZOOM app on 6-10-2020 for appointing student mentors for the academic year 2020-21 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**

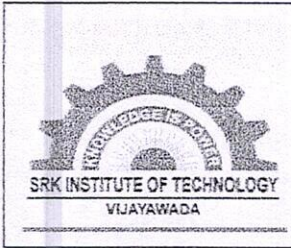
- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path , higher studies, Entrepreneurship etc.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

*D. Sathya*  
HOD

*[Signature]*  
PRINCIPAL

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

*[Signature]*  
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Department of Computer Science and Engineering

Date 6-10-2020

### MINUTES OF MEETING

A meeting was convened by the Head, Department of CSE for all faculty members of II-I, III-I & IV-I B. Tech on 06-10-2020.

#### 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.

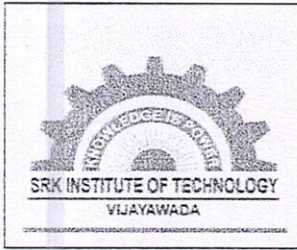
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*[Signature]*  
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Circulated to

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

*[Signature]*  
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**Department of Computer Science and Engineering**

Date: 07-10-2020

**CIRCULAR**

With reference to the meeting conducted on 6-10-2020 using the ZOOM app at 6:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 for II-I, III-I & IV-I B. Tech students.

SN o	Name of the Mentor	Year- section	Regd. No		No of students
			From	To	
1	Mr. A. Kalyan Kumar	II-A	19X41A0501	19X41A0521,561,562	22
2	Dr. D. Haritha	II-A	19X41A0522	19X41A0540,563,564	22
3	Ms. J. Niranjani	II-A	19X41A0541	19X41A0561	20
4	Mr.Ch. Ambedkar	II-B	19X41A0565	19X41A0584, LE5, LE8	22
5	Mr. M.V.Sumanth	II-B	19X41A0585	19X41A05A4, LE6, LE9	22
6	Mr. Y. Malleswara Rao	II-B	19X41A05A5	20X45A0504, LE7	21
7	Dr. B. Asha Latha	III-A	18X41A0501	18X41A0523, LE6, LE7	23
8	Mr. N. Sudhakar Reddy	III-A	18X41A0524	18X41A0544, 17X41A0529, 18X45A0512	22
9	Mr. D.V.V. Brahmachari	III-A	18X41A0545	19X45A0505	20
10	Ms P. Usha Sri	III-B	18X41A0561	18X41A0581, LE13, LE14	22
11	Ms K. Sri Lakshmi	III-B	18X41A0582	18X41A05A1, LE15, LE16	22
12	Mr U. Hari Krishna	III-B	18X41A05A2	19X45A0512, LE17	21
13	Dr. N. Neelima Priyanka	IV-A	17X41A0501	17X41A0524	21
14	Mr. M. Naresh Babu	IV-A	17X41A0525	17X41A0546	21


*(Signature)*  
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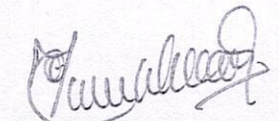


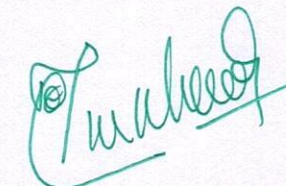
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Department of Computer Science and Engineering

15	Ms. A. Radhika	IV-A	17X41A0547	16X41A0579	21
16	Ms. N.V. Madhu Bindu	IV-B	17X41A0561	17X41A0580	20
17	Ms. M. Anitha	IV-B	17X41A0581	17X41A05A2	20
18	Mr. T. Ganesh Kumar	IV-B	17X41A05A4	172W1A0501	20

  
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1. CSE Class rooms
  2. Notice Board

  
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Department of INFORMATION TECHNOLOGY

Date: 5-10-2020

### **CIRCULAR**

It is informed that all the faculty of IT department are requested to attend the online meeting on ZOOM app on 6-10-2020 for appointing student **Mentors** for the academic year 2020-2021 for II-I, III-I & IV-I B.Tech students

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

Agenda for 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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3. IT Faculty
4. Notice board

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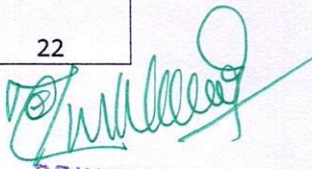
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**Approved by AICTE, Affiliated to JNTUK, Kakinada**  
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**Department of INFORMATION TECHNOLOGY**

Date:10-10-2020

**CIRCULAR**


With reference to the meeting conducted on 6-10-2020 using the ZOOM app at 6:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 for II-I, III-I & IV-I B.Tech students.

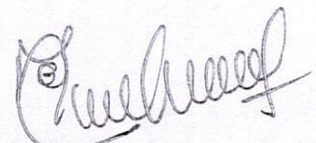
S.No	Name of the mentor	Year/ Branch	Regd.No		No of students
			From	To	
1	Mrs. Y.V.Nandini	II/IT	19X41A1201	19X41A1218	18
2	Mrs. Amritha Mishra	II/IT	19X41A1219	19X41A1236	18
3	Mrs.P.Sai Charitha	II/IT	19X41A1238	19X41A1256	19
4	Mrs. A.Vedasri	III/IT	18X41A1201	18X41A1218	17
5	Mr.M.Suresh Babu	III/IT	18X41A1219	18X41A1236	17
6	Mr.M.Rambhupal	III/IT	18X41A1237	19X45A1206	18
7	Mrs. G.SriLakshmi	IV/IT	17X41A1202	17X41A1224	22
8	Mr.G.D.K.Kishore	IV/IT	17X41A1225	17X41A1248	22

  
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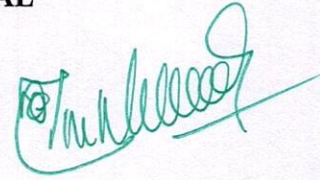


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Notice Board

  
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Department of INFORMATION TECHNOLOGY

Date: 6-10-2020

### Meeting Minutes

A meeting was convened by the Head, Department of IT for all faculty members of II-I, III-I & IV-I B.Tech on 6-10-2020

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. Coach and 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.

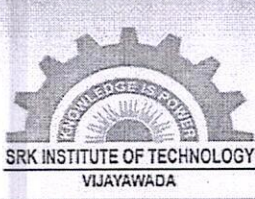
**The Head, Dept. of IT**

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

**Principal**

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05-10-2020

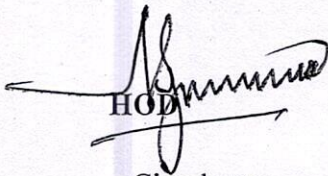
**CIRCULAR**


It is informed that all the faculty of IMBA department are requested to attend the online meeting on ZOOM app on 6-10-2020 for appointing student mentors for the academic year 2020-21 for II-I, III-I, IV-I & V-I IMBA 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. MBA Staff
4. Notice Board

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10-10-2020

**Circular**

With reference to the meeting conducted on 6-10-2020 using the ZOOM app at 6:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 for II-I, III-I, IV-I & IV-I IMBA students.

**FOR A Y 2020-21 MENTOR-MENTEE LIST –SEM-I**

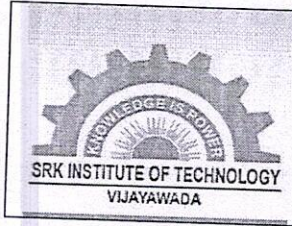
S. N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Students
				From	To	
1	Mr.Sk.Shafiullah	IMBA	II-I	19X41M0001	19X41M0020	20
2	Mrs.G.Sri Lalitha	IMBA	II-I	19X41M0021	19X41M0040	20
3	Mr.B.Naveen	IMBA	II-I	19X41M0041	16X41M0066	21
4	Dr.B.Krishanaiah	IMBA	III-I	18X41M0001	18X41M0018	16
5	Mrs.A.Prathushya	IMBA	III-I	18X41M0019	18X41M0034	16
6	Mr.P.Naga Srinivas Rao	IMBA	III-I	18X41M0035	18X41M0051	15
7	Mrs.B.Indira	IMBA	IV-I	17X41M0001	17X41M0022	13
8	Mrs.Anitha.B	IMBA	V-I	16X41M0001	16X41M0016	12
9	Mr.B.Chinni	IMBA	V-I	16X41M0018	16X41M0032	12

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

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Date 6-10-2020

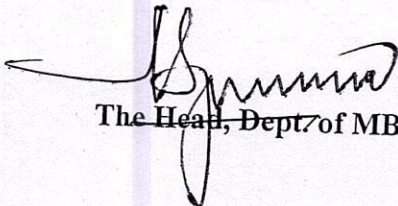
### Meeting Minutes

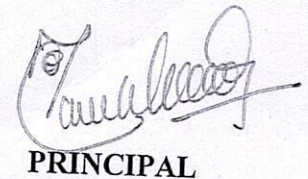
A meeting was convened by the Head, Department of MBA for all faculty members of II-I, III-I & IV-I IMBA on 06-10-2020.

Resolutions:

It was decided that the appointed mentors would

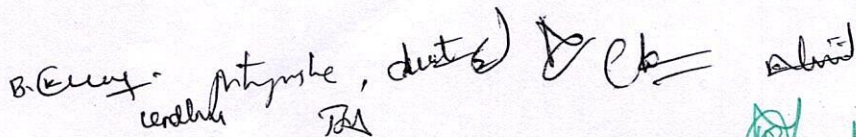
1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees 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.

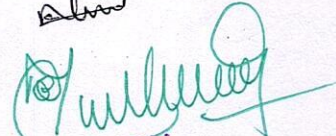
  
The Head, Dept of MBA

  
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3. Notice Board



  
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Department of Master of Computer Applications

Date:20-02-2021

**CIRCULAR**

It is informed that all the faculty of MCA department are requested to attend the staff meeting on 21-02-2021 for appointing student mentors for the academic year 2020-21 for I-I, III-I MCA 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.

*D. S. S. S.*  
**HOD**

*[Signature]*  
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- Circular to:
1. Principal Office
  2. Office
  3. MCA Staff
  4. Notice Board

*[Signature]*  
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Department of Master of Computer Applications

Date 21-02-2021

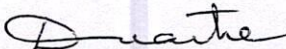
**Meeting Minutes**

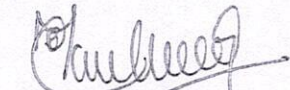
A meeting was convened by the Head, Department of MCA for all MCA faculty members of I-I, III-I MCA on 21-02-2021.

**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.

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

  
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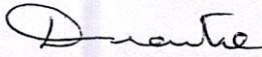
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Department of Master of Computer Applications

Date: 22-02-2021

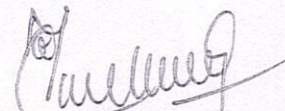
**Circular**


With reference to the meeting conducted on 21-02-2021 in BLC 2 Lab at 4:00PM. The following faculty members are appointed as student mentors for the academic year 2020-21 for I-I, and III-I MCA students.

SN o	Name of the Mentor	Year- section	Regd. No		No of students
			From	To	
1	Dr. B. Srikanth	I-I	20X4F0001	20X4F0017	16
2	MsP.Usha Sri	I-I	20X4F0018	20X4F0033	16
3	MrM.V.Sumanth	I-I	20X4F0034	20X4F0049	16
4	MsM.Anitha	III-I	18X4F0001	19X45F0004	10
5	MrD.V.V.Brahmachari	III-I	19X45F0005	19X45F0016	9

  
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- Circulated to:
1. MCA Classrooms
  2. Notice Board

  
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