

**Resolution of 1st Departmental mentor meeting held on 21.05.2022 at the Department of metallurgy Govt. Polytechnic, ragadi. The meeting was chaired by HOD & sr.lecturer (metallurgy) sri Ashok kumar mishra.**

Members Present.


1. Sri Suvendu muduli, Lecturer metallurgy,
2. Smt. P.Aradhana, Lecturer metallurgy.
3. Sri Biren samal.Part time guest faculty .
4. Sri Hari Shankar Dehuri, Part time guest faculty
5. Sri sasank sekhar sahuo, lab.asst.
6. Smt. Swati pal PTGLA


At the outset the chairman welcome all the members and directed to maintained highest quality and discipline in academic activity and maximize the placement of students. The counseling of students to be made to improve class attendance, discipline and punctuality.


After detail discussion among mentors the following resolution are made.


- 1.Mentor counseling format is to be maintained by each mentor by monthly.
2. The students to be counseled regularly and necessary correction steps to be taken to improve performance of students.
- 3.Class attendance to reported on % basis, On short fall the parents will be inform for rectification and necessary counseling will be made.
4. The Punctuality and discipline of mentee to be rated on poor, average and good. After counseling necessary remedies will be taken for improvement
5. Academic performance will be assessed on class test basis.

The meeting ended with vote of thanks to the chair & others.

  
Head of Department  
Metallurgy

  
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