

# ABESIT



## Department of Information Technology

ABESIT/IT/2018-19/13

10/10/2018

### Notice

As per academic calendar, second mentor-mentees meeting has to be completed till 26<sup>th</sup> October, 2018. All mentors are required to get it done (in any free slot) in the next two weeks and **submit the meeting report to me till 30<sup>th</sup> October, 2018.**

The following points are to be taken care of while doing meeting:

1. The mentoring report (signed hardcopy) has to be submitted.
2. The students should be made aware of OBE process.
3. Get one-to-one interaction done with the mentees and make a consolidated report for the issues (mentioned in the mentoring report format).

A handwritten signature in black ink, appearing to read 'Bipin Kumar Rai'.

(Prof. Bipin Kumar Rai)

Department Incharge ,IT

Copy to-

1. Hon'ble Advisor Sir
2. Prof. (Dr.) M. K. Jha, Director (e-mail)
2. Prof. (Dr.) S. S. Chauhan, Deputy Director (email)
3. Dr. Sapna Katiyar, Dean Academics(e-mail)
4. IT Faculty (e-mail)
5. ABESIT Server Room / website(e-mail)
6. Record Room-ABESIT(IT-15) (e-mail)