



राजकीय महिला अभियांत्रिकी महाविद्यालय अजमेर
GOVT. MAHILA ENGINEERING COLLEGE, AJMER

(An Autonomous Institute of Govt. of Rajasthan)

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GWCA/HSS/23-24/ 191

Date: 21.09.2023

CIRCULAR

Following faculty members are assigned the duties of tutors for the group of students mentioned against their names for B. Tech. I year for the session 2023-24.

College ID	Name of the tutor
23CSE001 -23CSE012	Dr. Priya Advani
23CSE013-23CSE024	Dr. Mahesh Bohra
23CSE025 -23CSE036	Dr. Shailja Tiwari
23CSE037 - 23CSE048	Dr.Prashant Kriplani
23CSE049 -23CSE063	Dr. Shikha Jhanwar
23CSE064 -23CSE075	Dr. Meghna Kumawat
23CSE076 - 23CSE88	Dr. Gaurav Saxena
23CSE089 - 23CSE101	Dr. Shveta Tripathi
23CSE0102 - 23CSE114	Dr. Rakhi Khandelwal
23CSE115 - 23CSE126	Dr. Seema Maheshwari
23IT01 - 23IT11	Dr. Nikhil Jain
23IT12 - 23IT22	Dr. Saroj Bala Gupta
23IT023 - 23IT33	Dr. Vijay Sharma
23IT34 - 23IT45	Dr. Priyanka Gupta
23AIML01 – 23AIML11	Dr. Madhu Toshniwal
23AIML12 – 23AIML23	Dr. Neetu Rathore
23AIML24 – 23AIML30	Dr. Shyam Sunder Sharma
23ECE01 – 23ECE04	
23ME01	
23EE01 -23EE011	Dr. Shalini Agarwal
23EEE01	

- Tutor must keep complete and updated record of information related to each student of his/her group such as personal, academic, scholarship details etc.
- Tutors must ensure regular interaction and meeting with the assigned students at least once in fortnight and maintain record of the same.
- The problems/grievances of the students may be addressed and resolved in writing by meeting the concerned/competent authority.
- Tutor is responsible to guide / assist the students in filling up examination, enrollment, online anti-ragging affidavit, scholarship, registration forms etc. and DECA marks.
- Tutor should identify academic weaknesses of students, prepare action plan and their implementation to remove such weaknesses and ensure improved results.
- Tutor must communicate and discuss performance/attendance of students to their parents and take suitable corrective/punitive actions whenever required.


(HOD Humanities and Sciences)

Copy to:

1. Steno to Principal (Through e mail for kind Information)
2. Registrar (Through e mail for kind Information)
3. Proctor Section (Through e mail for kind Information)
4. Exam section (Through e mail for kind Information)
5. Concerned faculty members (Through e mail for compliance)
6. Notice boards
7. Guard file