



MAHILA ENGINEERING COLLEGE, AJMER
(Constituent College of Bikaner Technical University, Bikaner)
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GWECA/ECE/2025-26/5420

Dated: 30.07.2025

Department of ECE

OFFICE ORDER

This is to inform that the following faculty member is appointed as tutor for the students of B.Tech. ECE enrolled in the session 2024-25.

S. No.	College ID	Name of Tutor
1.	24ECE01 - 24ECE04 and LEEP Students (if any)	Mr. Kundan Rathore

For compliance of the office order the above mentioned tutor shall be responsible for performing the duties of a tutor as give below:

2. He /She must keep the complete and updated records of information related to each students of his/her group such as personal, academic scholarship details etc. He /She must also keep such records in excel format.
6. Regular interaction & meeting with the students at least once in a fortnight.
7. The problem/grievances of the students may be addressed and resolved in writing by meeting the competent authorities.
8. To communicate and discuss the performance and attendance of students to their parents and take suitable corrective action whenever required.
9. To identify academic weaknesses of students, prepare action plan, implementation of the plans to remove such weaknesses and ensuring good result is the responsibility of the tutor.


30/7/25
HOD-ECE & AIML

Copy to:

1. Principal office via email (kind information to principal)
2. Registrar via email (kind information)
3. Proctor Section (Via email)
4. Faculty member(s)
5. Notice Board
6. Guard file


30/7/25
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