



VISAKHA
INSTITUTE OF ENGINEERING & TECHNOLOGY
Approved by AICTE NEW DELHI
(Affiliated to JNTUK, KAKINADA)
88th Division, Narava, GVMC, Visakhapatnam-530027
DIPLOMA IN ENGINEERING & MANAGEMENT



COLLEGE CODE
VSPT

Date: 01/11/2022

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the **MBA** HoD chamber at 3:00 pm on 01/11/2022 to appoint **Mentors** in the Academic Year 2022-2023 for MBA I-I students. All are advised to attend without fail.

Agenda for the meeting:

1. To appoint one mentor for every 23 students.
2. To discuss the duties and role of mentors.

Reel
HoD

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1. Principal Office
2. IQAC
3. All HoD's
4. Civil Faculty
5. Notice Board

[Signature]
Principal
PRINCIPAL
VISAKHA INSTITUTE OF
ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530 027
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88th Division, Narava, GVMC, Visakhapatnam-530027



COLLEGE CODE
VSPT

Date: 01/11/2022

Meeting Minutes

A meeting was convened by the Head, Department of MBA for all faculty members of I-I, on 01/11/2022.

Resolutions:

It was decided that the appointed mentor would

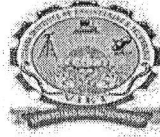
1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees performance.
4. Advice the mentees on how to choose and plan career goals and how to achieve them.
5. Advice the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.

Reel
HoD

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[Signature]
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DIPLOMA IN ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

Date: 01/11/2022

CIRCULAR

With reference to the meeting conducted on 01/11/2022 in MBA HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following I-I students.

S. No	Name of the mentor	Year	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	DR K RAJU BABU	1 st	22NT1E0001	22NT1E0030	23	
2	DR S KESHAVA NAGU	1 st	22NT1E0031	22NT1E0053	23	
3	DR N NOOKA RAJU	1 st	22NT1E0054	22NT1E0076	23	
4	K NAVYA PRIYA	1 st	22NT1E0077	22NT1E0099	23	
5	U. TEJA	1 st	22NT1E00A0	22NT1E00C2	23	
6	G KUSUMA KUMARI	1 st	22NT1E00C3	22NT1E00E4	22	

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Narava, Visakhapatnam-530 027.



Date: 10/11/2022

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the MBA HoD chamber at 3:00 pm on 10/11/2022 to appoint **Mentors** in the Academic Year 2022-2023 for MBA II-I students. All are advised to attend without fail.


Agenda for the meeting:

1. To appoint one mentor for every 14 students.
2. To discuss the duties and role of mentors.


HoD

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Narava, Visakhapatnam-530 027.



Date: 10/11/2022

Meeting Minutes

A meeting was convened by the Head, Department of MBA for all faculty members of II-I, on 10/11/2022.

Resolutions:


It was decided that the appointed mentor would

1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees performance.
4. Advice the mentees on how to choose and plan career goals and how to achieve them.
5. Advice the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.


HoD

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Narava, Visakhapatnam-530 027.



Date: 10/11/2022

CIRCULAR

With reference to the meeting conducted on 10/11/2022 in MBA HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following II-I students.

S. No	Name of the mentor	Year	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	K DIVYA	1 st	21NT1E0001	21NT1E0018	14	
2	P BHARATHI	1 st	21NT1E0019	21NT1E0033	14	
3	S SAINADH	1 st	21NT1E0034	21NT1E0049	14	
4	P SIRISH	1 st	21NT1E0050	21NT1E0065	14	
5	B ANAND RAO	1 st	21NT1E0066	21NT1E0082	14	
6	CH SUSMA RANI	1 st	21NT1E0083	21NT1E00A0	14	
7	DR.N.NOOKA RAJU	1 st	21NT1E00A2	21NT1E00B7	14	
8	DR K RAJU BABU	1 st	21NT1E00B8	21NT1E00C9	12	

HoD

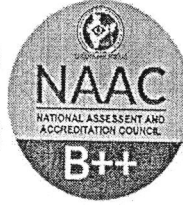
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DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

Date: 15/03/2023

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the MBA HoD chamber at 3:00 pm on 15/03/2023 to appoint **Mentors** in the Academic Year 2022-2023 for MBA II-II students. All are advised to attend without fail.

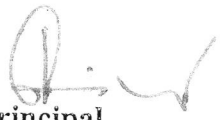
Agenda for the meeting:

1. To appoint one mentor for every 14 students.
2. To discuss the duties and role of mentors.


HoD

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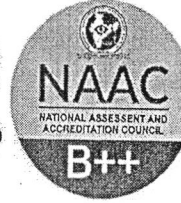
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DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

Date: 15/03/2023

Meeting Minutes

A meeting was convened by the Head, Department of MBA for all faculty members of II-II, on 15/03/2023.

Resolutions:

It was decided that the appointed mentor would

1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees performance.
4. Advice the mentees on how to choose and plan career goals and how to achieve them.
5. Advice the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.


HOD

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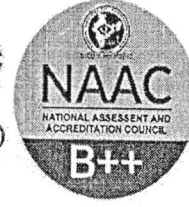

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DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

Date: 15/03/2023

CIRCULAR

With reference to the meeting conducted on 15/03/2023 in MBA HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following II-II students.

S. No	Name of the mentor	Year	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	K DIVYA	1 st	21NT1E0001	21NT1E0018	14	
2	P.BHARATHI	1 st	21NT1E0019	21NT1E0033	14	
3	S.SAINADH	1 st	21NT1E0034	21NT1E0049	14	
4	P.SIRISH	1 st	21NT1E0050	21NT1E0065	14	
5	B ANAND RAO	1 st	21NT1E0066	21NT1E0082	14	
6	CH SUSMA RANI	1 st	21NT1E0083	21NT1E00A0	14	
7	DR.N.NOOKA RAJU	1 st	21NT1E00A2	21NT1E00B7	14	
8	DR K RAJU BABU	1 st	21NT1E00B8	21NT1E00C9	12	

HoD

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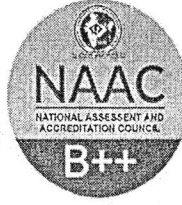
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COLLEGE CODE
VSPT

Date: 16/03/2023

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the MBA HoD chamber at 3:00 pm on 16/03/2023 to appoint **Mentors** in the Academic Year 2022-2023 for MBA I-II students. All are advised to attend without fail.


Agenda for the meeting:

1. To appoint one mentor for every 23 students.
2. To discuss the duties and role of mentors.


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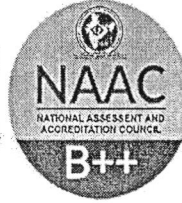

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DIPLOMA | ENGINEERING | MANAGEMENT



COLLEGE CODE
VSPT

Date: 16/03/2023

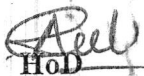
Meeting Minutes

A meeting was convened by the Head, Department of MBA for all faculty members of I-II, on 16/03/2023.

Resolutions:


It was decided that the appointed mentor would

1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees performance.
4. Advice the mentees on how to choose and plan career goals and how to achieve them.
5. Advice the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.


HoD

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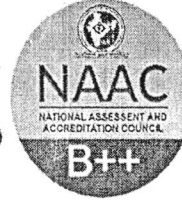

Principal

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88th Division, Narava, GVMC, Visakhapatnam-530027
DIPLOMA ENGINEERING | MANAGEMENT



COLLEGE CODE
VSPT

Date: 16/03/2023

CIRCULAR

With reference to the meeting conducted on 16/03/2023 in MBA HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following I-II students.

S. No	Name of the mentor	Year	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	DR K RAJU BABU	1 st	22NT1E0001	22NT1E0030	23	
2	DR S KESHAVA NAGU	1 st	22NT1E0031	22NT1E0053	23	
3	DR N NOOKA RAJU	1 st	22NT1E0054	22NT1E0076	23	
4	K NAVYA PRIYA	1 st	22NT1E0077	22NT1E0099	23	
5	U. TEJA	1 st	22NT1E00A0	22NT1E00C2	23	
6	G KUSUMA KUMARI	1 st	22NT1E00C3	22NT1E00E4	22	

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Principal

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Narava, Visakhapatnam-530 027.

PRINCIPAL
VISAKHA INSTITUTE OF
ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530 027.



Date : 17/03/2023

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the **BASIC SCIENCE AND HUMANITIES** HoD chamber at 3:00 pm on 18/03/2023 to appoint **Mentors** for the Academic Year 2022-2023 for B.Tech I-II students. All are advised to attend without fail.

Agenda for the meeting:

1. To appoint one mentor for 25-30 students.
2. To discuss the duties and role of mentors.

Head of Department
Basic Science & Humanities
HoD

Principal
ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530027
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4. Notice Board



Date : 20/03/2023

Minutes Of Meeting

A meeting was convened by the Head, Department of **Basic Science And Humanities** for all faculty members of I-II on 20/03/2023.

Resolutions:

It was decided that the appointed mentor would

1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Advice the mentees on how to choose and plan career goals and how to achieve them.
4. Accurately assesing mentee's understanding of disciplinary knowledge and skills.
5. Plan well for the Scheduled sessions with their respective mentees.

HOD
the Department
Basic Sciences & Humanities

Principal
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VISAKHA INSTITUTE OF
ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530 027

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1. Principal Office
2. IQAC
3. Basic Science and Humanities Faculty
4. Notice Board



Date : 20/03/2023

CIRCULAR

With reference to the meeting conducted on 20/03/2023 in Basic Science and Humanities HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following I-II students.

S. No	Name of the mentor	Year / Branch	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	M.UDAY BHASKAR	I/CIVIL I/EEE I/CSE-CS	22NT1A0101	22NT1A0107	07	
			22NT1A0201	22NT1A0204	04	
			22NT1A4601	22NT1A4620	20	
2	K.VARA LAKSHMI	I/ECE	22NT1A0401	22NT1A0430	30	
3	P.CHARISHMA	I/ECE	22NT1A0431	22NT1A0457	27	
4	S.KALPANA	I/CSE-AI	22NT1A4201	22NT1A4230	30	
5	A. ANURADHA	I/CSE-DS I/MECH	22NT1A4401	22NT1A4419	19	
			22NT1A0301	22NT1A0304	04	
6	N.PUSHPA	I/CSE	22NT1A0501	22NT1A0530	30	
7	J.SRINIVAS	I/CSE	22NT1A0531	22NT1A0560	30	
8	S.NIKITHA	I/CSE	22NT1A0561	22NT1A0590	30	
9	R.VARA LAKSHMI	I/CSE	22NT1A0591	22NT1A05C5	35	

Head of the Department
Basic Sciences & Humanities

Principal
Visakh Institute of Engineering & Technology
Narava, Visakhapatnam - 53002

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1. Principal Office
2. IQAC
3. Basic Science and Humanities Faculty
4. Notice Board



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88th Division, Narava, GVMC, Visakhapatnam-530027
DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

Date : 01/12/2022

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the CSE HoD chamber at 4:00 pm on 01/12/2022 to appoint **Mentors** in the Academic Year 2022-2023 for B.Tech II-II, III-II, & IV-II students. All are advised to attend without fail.

Agenda for the meeting:

1. To appoint one mentor for 20-25 students.
2. To discuss the duties and role of mentors.

A. Chary
HoD

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4. CSE Faculty
5. Notice Board

[Signature]
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ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530 027



Date : 27/09/2022

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the **BASIC SCIENCE AND HUMANITIES** HoD chamber at 11:00Am on 28/09/2022 to appoint **Mentors** for the Academic Year 2022-2023 for B.Tech I-I students. All are advised to attend without fail.

Agenda for the meeting:

1. To appoint one mentor for 25-30 students.
2. To discuss the duties and role of mentors.

Head of the Department
Basic **HoD**ncies & Humanities

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4. Notice Board

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VISAKHA INSTITUTE OF
ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530 027.



Date : 28/04/2022

Minutes Of Meeting

A meeting was convened by the Head, Department of **Basic Science And Humanities** for all faculty members of I-I on 28/04/2022.

Resolutions:

It was decided that the appointed mentor would

1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Advice the mentees on how to choose and plan career goals and how to achieve them.
4. Accurately assesing mentee's understanding of disciplinary knowledge and skills.
5. Plan well for the Scheduled sessions with their respective mentees.

Head of the Department
Basic Sciences & Humanities
HoD

VISAKHA INSTITUTE OF
ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam - 530
Principal

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CIRCULAR

With reference to the meeting conducted on 28/09/2022 in Basic Science and Humanities HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following I-I students.

S. No	Name of the mentor	Year / Branch	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	M.UDAY BHASKAR	I/CIVIL	22NT1A0101	22NT1A0107	07	
		I/EEE	22NT1A0201	22NT1A0204	04	
		I/CSE-CS	22NT1A4601	22NT1A4620	20	
2	K.VARA LAKSHMI	I/ECE	22NT1A0401	22NT1A0430	30	
3	P.CHARISHMA	I/ECE	22NT1A0431	22NT1A0457	27	
4	S.KALPANA	I/CSE-AI	22NT1A4201	22NT1A4230	30	
5	A. ANURADHA	I/CSE-DS I/MECH	22NT1A4401	22NT1A4419	19	
			22NT1A0301	22NT1A0304	04	
6	N.PUSHPA	I/CSE	22NT1A0501	22NT1A0530	30	
7	J.SRINIVAS	I/CSE	22NT1A0531	22NT1A0560	30	
8	S.NIKITHA	I/CSE	22NT1A0561	22NT1A0590	30	
9	R.VARA LAKSHMI	I/CSE	22NT1A0591	22NT1A05C5	35	

HoD

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4. Notice Board

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Narava, Visakhapatnam - 530027

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88th DIVISION, NARAVA,
VISAKHAPATNAM-530 027.



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88th Division, Narava, GVMC, Visakhapatnam-530027
DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

Date: 06/09/2023

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the **CIVIL** HoD chamber at 3:00 pm on 06/09/2023 to appoint **Mentors** in the Academic Year 2022-2023 for B.Tech II-I, III-I, & IV-I students. All are advised to attend without fail.

Agenda for the meeting:

1. To appoint one mentor for 20-25 students.
2. To discuss the duties and role of mentors.

HoD

Head of Department
Civil Department
Visakha Institute of
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4. Civil Faculty
5. Notice Board

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PRINCIPAL
VISAKHA INSTITUTE OF
ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530 027.



Date: 07/09/2023


Meeting Minutes

A meeting was convened by the Head, Department of *Civil* for all faculty members of II-I, III-I, & IV-I on 06/09/2023.

Resolutions:

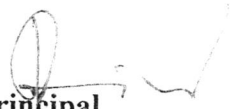

It was decided that the appointed mentor would

1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees performance.
4. Advice the mentees on how to choose and plan career goals and how to achieve them.
5. Advice the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.


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Civil Department
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Narava, Visakhapatnam-530 027



Date: 07/09/2023

CIRCULAR

With reference to the meeting conducted on 06/09/2023 in Civil HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following II-I, III-I, & IV-I students.

S. No	Name of the mentor	Year / Branch	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	V.BHARGAVI	IV/ CE	196G1A0101	206G5A0113	16	
2	CH.SAI KIRAN	III/CE	20NT1A0101	21NT5A0112	20	
3	J.NARENDRA	III/CE	21NT5A0113	21NT5A0133	20	J. Narendra
4	Y.PRIYANKA	III/CE	21NT5A0134	21NT5A0155	20	Y. Priyanka
5	S.AVINASH	III/CE	21NT5A0156	21NT5A0181	23	S. Avinash
6	K.JAGAN	II/CE	21NT1A0101	22NT5A0116	20	
7	T.NANDINI	II/CE	22NT5A0117	22NT5A0137	21	T. Nandini

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DEPARTMENT OF ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT


Date : 02/07/2022

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the **EEE** HoD chamber at 4:00 pm on 02/07/2022 to appoint **Mentors** in the Academic Year 2022-2023 for B.Tech II-I, III-I, & IV-I students. All are advised to attend without fail.



Agenda for the meeting:

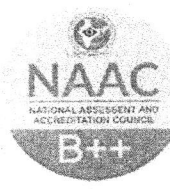
1. To appoint one mentor for 20-25 students.
2. To discuss the duties and role of mentors.


Head of the Department
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Date : 04/07/2022

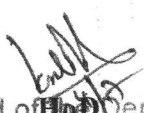
Meeting Minutes

A meeting was convened by the Head, Department of EEE for all faculty members of II-I, III-I, & IV-I on 04/07/2022.

Resolutions:

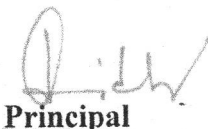
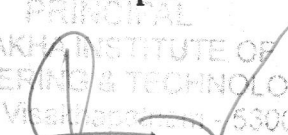
It was decided that the appointed mentor would

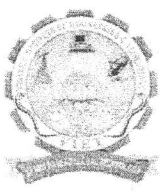
1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Advise the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.


Head of Department
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Narava, Visakhapatnam-530027



Date : 04/07/2022

CIRCULAR

With reference to the meeting conducted on 04/07/2022 in EEE HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following II-I, III-I, & IV-I students.

S. No	Name of the mentor	Year / Branch	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	T. Santhosh	IV/ EEE	20NT5A0201	20NT5A0225	22	
2	R. Maha Lakshmi	III/ EEE	20NT1A0201	20NT1A0207	25	
		III/ EEE	21NT5A0201	21NT5A0218		
3	P. Ravi Kumar	III/ EEE	21NT5A0219	21NT5A0253	24	
4	CH.B.R. Srikanth	IV/ EEE	20NT5A0226	20NT5A0236	24	
		III/ EEE	21NT5A0254	21NT5A0266		
5	CH. Bala Saraswathi	IV/ EEE	20NT5A0238	20NT5A0247	20	
		II/ EEE	21NT1A0202	21NT1A0208		
6	K.Rajani	II/ EEE	22NT5A0201	22NT5A0230	24	
7	Buridi Ganesh	III/ EEE	21NT5A0267	21NT5A0295	25	
8	K.Lakshmi Seshu Kumari	IV/ EEE	20NT5A0249	20NT5A0257	24	
		II/ EEE	22NT5A0231	22NT5A0249		
9	K Gnananand	II/EEE	22NT5A0250	22NT5A0272	23	

HoD

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Narava, Visakhapatnam-530 027.




Date : 01/12/2022

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the **EEE** HoD chamber at 4:00 pm on 01/12/2022 to appoint **Mentors** in the Academic Year 2022-2023 for B.Tech II-II, III-II, & IV-II students. All are advised to attend without fail.

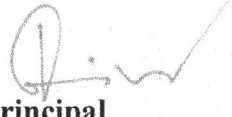
Agenda for the meeting:

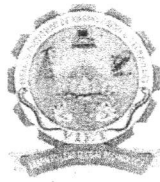
1. To appoint one mentor for 20-25 students.
2. To discuss the duties and role of mentors.


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Date : 05/12/2022


Meeting Minutes

A meeting was convened by the Head, Department of EEE for all faculty members of II-II, III-II & IV-II on 05/12/2022.

Resolutions:


It was decided that the appointed mentor would

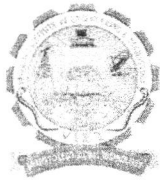
1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Advise the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.


Head of the Department
Department of EEE
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Date : 05/12/2022

CIRCULAR

With reference to the meeting conducted on 05/12/2022 in EEE HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following II II-II, III-II, & IV-II students.

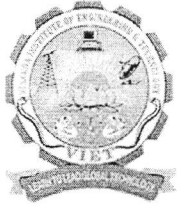
S. No	Name of the mentor	Year / Branch	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	T. Santhosh	IV/ EEE	20NT5A0201	20NT5A0225	22	
2	R. Maha Lakshmi	III/ EEE	20NT1A0201	20NT1A0207	25	
		III/ EEE	21NT5A0201	21NT5A0218		
3	P.Ravi Kumar	III/ EEE	21NT5A0219	21NT5A0253	24	
4	K.Lakshmi Seshu Kumari	IV/ EEE	20NT5A0226	20NT5A0236	24	
		III/ EEE	21NT5A0254	21NT5A0266		
5	CH. Bala Saraswathi	IV/ EEE	20NT5A0238	20NT5A0247	20	
		II/ EEE	21NT1A0202	21NT1A0208		
6	Buridi Ganesh	II/ EEE	22NT5A0201	22NT5A0230	24	
7	K.Rajani	III/ EEE	21NT5A0267	21NT5A0295	25	
8	CH.B.R. Srikanth	IV/ EEE	20NT5A0249	20NT5A0257	24	
		II/ EEE	22NT5A0231	22NT5A0249		
9	K Gnananand	II/EEE	22NT5A0250	22NT5A0272	23	

Head of Department
Department of EEE
Visakha Institute of Engg. and Tech.

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COLLEGE CODE
VSPT

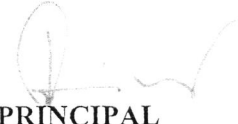
DATE: 15-06-2022

CIRCULAR

With reference to the meeting conducted on 15-06-2022 in CSE HoD chamber, the below stated faculty members have been assigned the duty of mentorship for the following II-I B.Tech to IV-I B.Tech to III-I B.Tech students.

S.No.	Name of the Mentor	Year/Branch	Regd. No.		No. of Students	Signature of the Mentor
			From	To		
1	KRISHNA RUPENDRA SINGH	II/CSE	20NT1A0501	20NT1A05030	24	R. Rupendra Singh
2	MV PRIYADARSHINI	II/CSE	20NT1A0531	20NT1A0564	23	Priyadarshini
3	G SWATHI	II/CSE	20NT1A0565	20NT1A0597	21	Swathi
4	K SHANKAR	II/CSE	20NT1A0598	20NT1A0515	21	Shankar
5	P PRASAD	II/CSE	20NT1A0516	20NT1A0536	21	Prasad
6	M. USHA	II/CSE	20NT1A0537	20NT1A0557	21	Usha
7	K. RUKMINI DURGA	III/CSE	19521A0501	19521A0525	25	K.R. Durga
8	G.AMALA DEVI	IV/CSE	18521A0501 18NT1A0501	18521A0520 18NT1A0518	22	G. Devi
9	GUDEPU LAVANYA	IV/CSE	18NT1A0519 19NT5A0503	18NT1A0542 19NT5A0505	22	G. Lavanya

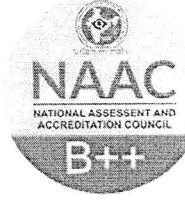

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COLLEGE CODE
VSPT

Date: 14-06-2022

Meeting Minutes

A meeting was convened by the Head of the Department of CSE for all faculty members of II-I B.Tech III B.Tech and IV B.Tech on 14-06-2022.

Resolutions:

It was decided that the appointed mentors would


1. Academic and Extra-Curricular performance of the allotted mentees should be updated and maintained regularly
2. Apprise the attendance and academic performance of the wards to their parents periodically.
3. Strengthen the relation between mentor and mentee to improve mentee's self-esteem and performance.
4. Train and guide the mentees on how to choose and plan career goals as well as how to achieve them.
5. To help the mentees achieve their potential, train and guide them in matters related to academics, health and any other issues.
6. Draw up a detailed plan for the scheduled sessions with their respective Mentees


HoD

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DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
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Date : 05/12/2022

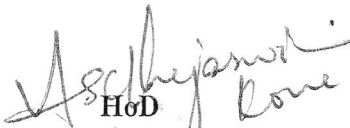
Meeting Minutes

A meeting was convened by the Head, Department of CSE for all faculty members of II-II, III-II & IV-II on 05/12/2022.

Resolutions:

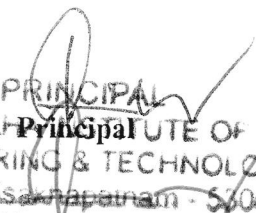
It was decided that the appointed mentor would

1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Advise the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.


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Narava, Visakhapatnam-530 027.



Date : 05/12/2022

CIRCULAR

With reference to the meeting conducted on 05/12/2022 in CSE HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following II II-II, III-II, & IV-II students.

S. No	Name of the mentor	Year / Branch	Regd. No		No. Of students	Signature of the mentor
			From	To		
1.	K Rupendra Singh	IV/ CSE	19521A0501	19521A0503	23	
		III/CSE	20NT1A0501	20NT1A0514		
		II/ CSE	21NT1A0501	21NT1A0510		
2.	K Govinda Rao	IV/CSE	19521A0504	19521A0509	24	
		III/CSE	20NT1A0515	20NT1A0525		
		II/ CSE	21NT1A0511	21NT1A0521		
3.	G Amala Devi	IV/CSE	19521A0510	19521A0513	24	
		III/ CSE	20NT1A0527	20NT1A0541		
		II/CSE	21NT1A0522	21NT1A0533		
4.	D Haritha	IV/ CSE	19521A0515	19521A0517	23	
		III/ CSE	20NT1A0546	20NT1A0557		
		II/CSE	21NT1A0534	21NT1A0543		
5.	Usha Matta	IV/ CSE	19521A0521	19521A0523	24	
		III/ CSE	21NT1A0558	21NT1A0569		
		II/ CSE	21NT1A0544	21NT1A0555		
6.	K Rukmini durga	IV/ CSE	19521A0524	19NT1A0501	24	
		III/ CSE	21NT1A0570	21NT1A0588		
		II/ CSE	21NT1A0558	21NT1A0567		
7.	P Prasada Rao	IV/ CSE	19NT1A0502	19NT1A0504	24	
		III/ CSE	20NT1A0591	20NT1A05A5		
		II/CSE	21NT1A0568	21NT1A0578		
8.	R N E V B Aliveni	IV/ CSE	19NT1A0505	19NT1A0508	24	
		III/CSE	21NT5A0501	20NT5A0512		
		II/ CSE	21NT1A0580	21NT1A0590		
9.	B.Venkata Rao	IV/ CSE	19NT1A0509	19NT1A0513	24	
		III/CSE	20NT1A0513	20NT1A0525		
		II/CSE	21NT1A0591	21NT1A0599		
10.	B.Pavani	IV/ CSE	19521A0514	19NT1A0517	24	
		III/ CSE	21NT1A0526	21NT1A0537		
		II/ CSE	21NT1A05A0	21NT1A05A8		

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11.	G.Lavanya	IV/ CSE	19NT1A0518	19NT1A0520	24	
		III/ CSE	20NT1A0538	20NT1A0549		
		II/CSE	21NT1A05A9	21NT1A05B9		
12.	P.Gopinath	IV/ CSE	19NT1A0522	19NT1A0525	18	
		III/CSE	21NT5A0550	21NM5A0501		
		II/ CSE	21NT1A05C0	21NT1A05C4		

HoD

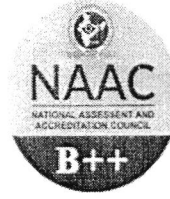
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COLLEGE CODE
VSPT

Date : 05/09/2022

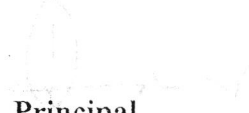
CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the **MECHANICAL** HoD chamber at 3:00 pm on 05/09/2022 to appoint **Mentors** in the Academic Year 2022-2023 for B.Tech II-I, III-I, & IV-I students. All are advised to attend without fail.

Agenda for the meeting:

1. To appoint one mentor for 20-25 students.
2. To discuss the duties and role of mentors.


HoD

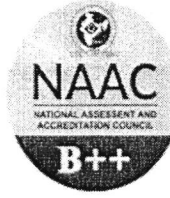

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ENGINEERING & TECHNOLOGY
57th DIVISION, NARAVA, VISAKHAPATNAM - 27


PRINCIPAL
VISAKHA INSTITUTE OF
ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530 027.



Date : 07/09/2023

CIRCULAR

With reference to the meeting conducted on 07/09/2023 in Mechanical HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following II-I, III-I, & IV-I students.

S. No	Name of the mentor	Year / Branch	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	CHANDRA KALA V	IV/MECH	16981A03A8	20NT5A0315	20	<i>Chandra Kala V</i>
2	USHA KIRAN KUMAR S	IV/MECH	20NT5A0316	20NT5A0335	20	<i>Usha Kiran</i>
3	JAGADESWARA RAO KARE	IV/MECH	20NT5A0336	20NT5A0355	20	<i>Jagadeesh Kare</i>
4	BULA VINODH KUMAR	IV/MECH	20NT5A0356	20NT5A0376	20	<i>Bula Vinodh</i>
5	ARIPAKA RAVI TEJA	IV/MECH	20NT5A0377	20NT5A0393	20	<i>Ravi Teja</i>
6	CH KIRANKUMAR	III/MECH	20NT1A0301	21NT5A0319	25	<i>Ch. Kiran</i>
7	BUDHA UMADEVI	III/MECH	21NT5A0320	21NT5A0346	25	<i>Budha Uma</i>
8	MEKALA DEEPTHI	III/MECH	21NT5A0347	21NT5A0374	25	<i>M. Deepthi</i>
9	G SIVA KARUNA	III/MECH	21NT5A0375	21NT5A03A6	25	<i>G. Siva Karuna</i>
10	I SATYA	III/MECH	21NT5A03A7	21NT5A03D3	25	<i>I. Satya</i>
11	K CHANDANA	III/MECH	21NT5A03D4	21NT5A03G3	25	<i>K. Chandana</i>
12	KANTE RAVINDRA	III/MECH	21NT5A03G4	21NT5A03J2	25	<i>K. Ravindra</i>
13	A NARENDRA KUMAR	III/MECH	21NT5A03J3	21NT5A03L8	25	<i>A. Narendra</i>
14	A. SHANMUKHE	III/MECH	21NT5A03L9	21NT5A03O4	25	<i>A. Shanmukhe</i>
15	GSIVA KUMAR	III/MECH	21NT5A03O5	21NT5A03P9	25	<i>G. Siva Kumar</i>
16	U.S.M.K. PATRO	II/MECH	21NT1A0301	22NT5A0315	25	<i>U.S.M.K. Patro</i>
17	P.V. RANGACHARYULU	II/MECH	22NT5A0316	22NT5A0340	25	<i>P.V. Rangacharyulu</i>
18	Dr T.V RAO	II/MECH	22NT5A0341	22NT5A0365	25	<i>Dr. T.V. Rao</i>
19	Dr T SATYANARAYANA	II/MECH	22NT5A0366	22NT5A0390	25	<i>Dr. T. Satyanarayana</i>
20	A.MURALI	II/MECH	22NT5A0391	22NT5A03A8	18	<i>A. Murali</i>
21	K.CHANDANA	II/MECH	22NT5A03A9	22NT5A03C6	18	<i>K. Chandana</i>

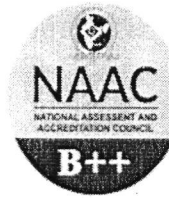
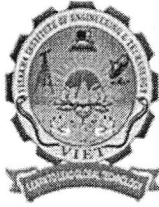
[Signature]
HoD

[Signature]
Principal

Copy to

13. Principal Office
14. IQAC
15. Mechanical Faculty

[Signature]
PRINCIPAL
VISAKHA INSTITUTE OF
ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530 027.



Date : 07/09/2023

Meeting Minutes

A meeting was convened by the Head, Department of Mechanical for all faculty members of II-I, III-I, & IV-I on 07/09/2023.

Resolutions:


It was decided that the appointed mentor would

1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Advise the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.


HoD

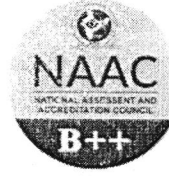
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20. Notice Board


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ENGINEERING & TECHNOLOGY
57th DIVISION, NARAVA, VISAKHAPATNAM - 27
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(Affiliated to JNTUK, Kakinada)
57th Division, GVMC, Narava, Visakhapatnam
DIPLOMA | ENGINEERING | MANAGEMENT



COLLEGE CODE
VSPT

Date : 23/02/2023


CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the **MECHANICAL** HoD chamber at 3.00 pm on 23/02/2023 to appoint Mentors in the Academic Year 2022-2023 for B.Tech II-II, EI-II, & IV-II students. All are advised to attend without fail.

Agenda for the meeting:

1. To appoint one mentor for 20-25 students.
2. To discuss the duties and role of mentors.


HoD


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3. All HoD's
4. Mechanical Faculty
5. Notice Board


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Narava, Visakhapatnam - 531 027.



Date : 26/02/2023

Meeting Minutes

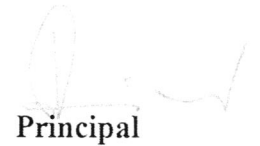
A meeting was convened by the Head, Department of Mechanical for all faculty members of II-II, III-II, & IV-II on 26/02/2023.

Resolutions:

It was decided that the appointed mentor would

1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their wards attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Advise the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.


HOD

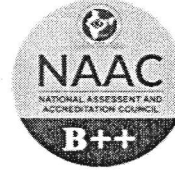

Principal

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21. Principal Office
22. IQAC
23. Mechanical Faculty
24. Notice Board

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57th DIVISION, NARAVA, VISAKHAPATNAM - 27


PRINCIPAL
VISAKHA INSTITUTE OF
ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam: 530 027



Date : 26/02/2023

CIRCULAR

With reference to the meeting conducted on 08/03/2023 in Mechanical HoD Chamber, the below stated faculty members have been assigned the duty of membership for the following II-II, III-II, & IV-II students.

S. No	Name of the mentor	Year / Branch	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	CHANDRA KALA V	IV/MECH	16981A03A8	20NT5A0315	20	
2	USHA KIRAN KUMAR S	IV/MECH	20NT5A0316	20NT5A0335	20	
3	JAGADESWARA RAO KARE	IV/MECH	20NT5A0336	20NT5A0355	20	
4	BULA VINODH KUMAR	IV/MECH	20NT5A0356	20NT5A0376	20	
5	ARIPAKA RAVI TEJA	IV/MECH	20NT5A0377	20NT5A0393	20	
6	CH KIRANKUMAR	III/MECH	20NT1A0301	21NT5A0319	25	
7	BUDHA UMADEVI	III/MECH	21NT5A0320	21NT5A0346	25	
8	MEKALA DEEPTHI	III/MECH	21NT5A0347	21NT5A0374	25	
9	G SIVA KARUNA	III/MECH	21NT5A0375	21NT5A03A6	25	
10	I SATYA	III/MECH	21NT5A03A7	21NT5A03D3	25	
11	K CHANDANA	III/MECH	21NT5A03D4	21NT5A03G3	25	
12	KANTE RAVINDRA	III/MECH	21NT5A03G4	21NT5A03J2	25	
13	A NARENDRA KUMAR	III/MECH	21NT5A03J3	21NT5A03L8	25	
14	A SHANMUKHE	III/MECH	21NT5A03L9	21NT5A03O4	25	
15	GSIVA KUMAR	III/MECH	21NT5A03O5	21NT5A03P9	25	
16	U.S.M.K. PATRO	II/MECH	21NT1A0301	22NT5A0315	25	
17	P.V. RANGACHARYULU	II/MECH	22NT5A0316	22NT5A0340	25	
18	Dr T.V RAO	II/MECH	22NT5A0341	22NT5A0365	25	
19	Dr T SATYANARAYANA	II/MECH	22NT5A0366	22NT5A0390	25	
20	A.MURALI	II/MECH	22NT5A0391	22NT5A03A8	18	
21	K.CHANDANA	II/MECH	22NT5A03A9	22NT5A03C6	18	

HoD

Principal

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17. IQAC
18. Mechanical Faculty

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Narava, Visakhapatnam. 500 027.



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88th Division, Narava, GVMC, Visakhapatnam-530027
DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

Academic year: 2022-23-I SEM


Date: 27-08-22

CIRCULAR

All the faculty members are here by informed that a meeting will be held in the seminar hall of ECE at 4.00PM on 29-08-2023 to appoint mentors for the academic year for II-I B.Tech, III-I B.Tech and IV-I B.Tech students. All are advised to attend without fail.

Agenda for the following

1. To appoint a mentor for every 15-20 students.
2. To discuss about the different roles and duties of mentors.


Head of Department
Department ECE
Visakha Institute of Engg. & Tech.

Copy to

1. Principal office
2. IQAC
3. All HoD's
4. ECE faculty
5. Notice board

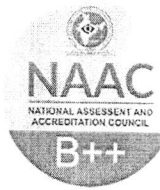

Principal

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88th Division, Narava, Visakhapatnam-27


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DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

Date: 02-09-22


Meeting Minutes

A meeting was convened by the Head of the Department of ECE for all faculty members
Of II-I B.Tech, III-I B.Tech and IV-I B.Tech on 02-09-22.

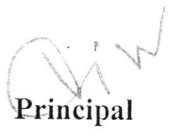
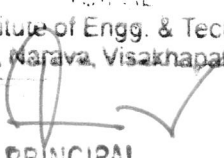
Resolutions:

It was decided that the appointed mentors would

1. Academic and Extra-Curricular performance of the allotted mentees should be updated and maintained regularly.
2. Appraise the attendance and academic performance of the wards to their parents periodically.
3. Strengthen the relation between mentor and mentee to improve mentee's self-esteem and performance.
4. Train and guide the mentees on how to choose and plan career goals as well as how to achieve them.
5. To help the mentees achieve their potential, train and guide them in matters related to academics, health and any other issues.
6. Draw up a detailed plan for the scheduled sessions with their respective Mentees

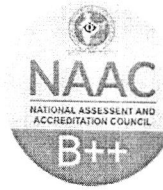

Head of the Department
Department ECE
Visakha Institute of Engg. & Tech.
Copy to

1. Principal office
2. IQAC
3. ECE Faculty
4. Notice board


Principal
Visakha Institute of Engg. & Technology,
88th Division, Narava, Visakhapatnam-27

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DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

DATE: 3-09-22

CIRCULAR

With reference to the meeting conducted on 2-09-22 in ECE HoD chamber, the below stated faculty members have been assigned the duty of mentorship for the following II-I B.Tech, III-I B.Tech and IV-I B.Tech students.

Sl.NO	Name of the mentor	Year/Br anch	Regd.No		No of students	Signature of the mentor
			From	To		
1.	B.JEEVAN RAO	II/ECE	21NT1A0401	21NT1A0419	18	
2.	B.RAMESH KUMAR	II/ECE	21NT1A0420	22NT5A0435	18	
3.	M.HEMANTH KUMAR	II/ECE IV/ECE	22NT5A0442 20NT5A0401	22NT5A0460 20NT5A0406	19	
4.	M.BHASKAR NAIDU	II/ECE	21NT1A0436	21NT1A0453	18	
5.	B.LALITHA	II/ECE	21NT1A0454	22NT5A0408	18	
6.	K.KALAPRIYA	II/ECE IV/ECE	22NT5A0413 20NT5A0407	22NT5A0432 196G1A0404	20	
7.	M.THARANGINI	III/ECE	20NT1A0402	21NT5A0414	18	
8.	K.SANDHYA	III/ECE	21NT5A0415	21NT5A0433	18	
9.	CH.KRISHNA CHAITANYA	III/ECE	21NT5A0434	21NT5A0456	19	

HoD
Head of the Department
Department ECE
Visakha Institute of Engg. & Tech.

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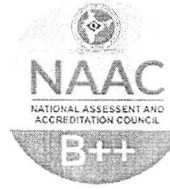
1. Principal office
2. IQAC
3. All HoD's
4. ECE faculty

Principal
PRINCIPAL
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DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

Academic year: 2022-23-(II-SEM)


Date: 03-01-23

CIRCULAR


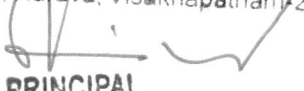
All the faculty members are hereby informed that a meeting will be held in the seminar hall of ECE Dept at 4.00 PM on 04-01-2023 to appoint mentors for the academic year for II-II, III-II and IV-II B.Tech students. All are advised to attend without fail.

Agenda for the following

1. To appoint a mentor for every 15-20 students.
2. To discuss about the different roles and duties of mentors.

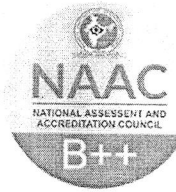

HoD
Head of the Department
Department ECE
Visakha Institute of Engg. & Tech.
Copy to

1. Principal office
2. IQAC
3. All HoD's
4. ECE faculty
5. Notice board


Principal
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DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

Date: 04-01-2023

Meeting Minutes

A meeting was convened by the Head of the Department of ECE for all faculty members
Of II-II B.Tech, III-II B.Tech and IV-II B.Tech on 05-01-2023

Resolutions:

It was decided that the appointed mentors would

1. Academic and Extra-Curricular performance of the allotted mentees should be updated and maintained regularly.
 2. Appraise the attendance and academic performance of the wards to their parents periodically.
 3. Strengthen the relation between mentor and mentee to improve mentee's self-esteem and performance.
 4. Train and guide the mentees on how to choose and plan career goals as well as how to achieve them.
 5. To help the mentees achieve their potential, train and guide them in matters related to academics, health and any other issues.
1. Draw up a detailed plan for the scheduled sessions with their respective Mentees

Head of the Department
Department ECE
Visakha Institute of Engg. & Tech.
Copy to

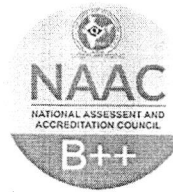
1. Principal office
2. IQAC
3. ECE Faculty
4. Notice board

Principal

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88th Division, Narava, GVMC, Visakhapatnam-530027
DIPLOMA ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

DATE: 05-01-2023

CIRCULAR

With reference to the meeting conducted on 05-01-2023 in ECE HoD chamber, the below stated faculty members have been assigned the duty of mentorship for the following II-II, III-II and IV-II B.Tech students.

SI.NO	Name of the mentor	Year/Branch	Regd.No		No of students	Signature of the mentor
			From	To		
1.	B.JEEVAN RAO	II/ECE	21NT1A0401	21NT1A0419	18	
2.	B.RAMESH KUMAR	II/ECE	21NT1A0420	22NT5A0435	18	
3.	M.HEMANTH KUMAR	II/ECE IV/ECE	22NT5A0442 20NT5A0401	22NT5A0460 20NT5A0406	19	
4.	M.BHASKAR NAIDU	II/ECE	21NT1A0436	21NT1A0453	18	
5.	B.LALITHA	II/ECE	21NT1A0454	22NT5A0408	18	
6.	K.KALAPRIYA	II/ECE IV/ECE	22NT5A0413 20NT5A0407	22NT5A0432 196G1A0404	20	
7.	M.THARANGINI	III/ECE	20NT1A0402	21NT5A0414	18	
8.	K.SANDHYA	III/ECE	21NT5A0415	21NT5A0433	18	
9.	CH.KRISHN CHAITANYA	III/ECE	21NT5A0434	21NT5A0456	19	

Head of the Department
Department ECE
Visakha Institute of Engg. & Tech.
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1. Principal office
2. IQAC
3. ECE Faculty
4. Notice board

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88th Division, Narava, GVMC, Visakhapatnam-530027
B.TECH ENGINEERING MANAGEMENT



COLLEGE CODE
VSPT

Date : 23/08/2022

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the **Civil Engineering department** HoD chamber at 3:00 pm on 24/08/2022 to appoint **Mentors** in the Academic Year 2022-2023 for B.Tech II-I, III-I, & IV-I students. All are advised to attend without fail.

Agenda for the meeting:

1. To appoint one mentor for 20-25 students.
2. To discuss the duties and role of mentors.



HoD

Copy to

1. Principal Office
2. IQAC
3. All HoD's
4. Civil Engineering Faculty
5. Notice Board


Principal

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VISAKHA POLYTECHNIC OF
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VISAKHAPATNAM-530 027.


PRINCIPAL
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Narava, Visakhapatnam-530 027.



Date : 24/08/2022

Meeting Minutes

A meeting was convened by the Head, Department of Civil Engineering for all faculty members of II-I, III-I, & IV-I on 24/08/2022.

Resolutions:


It was decided that the appointed mentor would

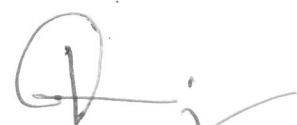
1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their ward's attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Advise the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.


HoD

Copy to

1. Principal Office
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3. Civil Engineering Faculty
4. Notice Board


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88th DIVISION, NARAVA,
VISAKHAPATNAM-530 027.


Principal
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ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530 027.



Date : 24/08/2022

CIRCULAR

With reference to the meeting conducted on 24/08/2022 in Civil Engineering HoD Chamber, the below stated faculty members have been assigned the duty of mentorship for the following II-I, III-I, & IV-I students.

S. No	Name of the mentor	Year / Branch	Regd. No		No. Of students.	Signature of the mentor
			From	To		
1	Y. PRIYANKA	II/ CE	21NT1A0101	22NT5A0122	20	
2	CH. SAI KIRAN	II/ CE	22NT5A0123	22NT5A0137	12	
3	K.JAGAN	III/ CE	20NT1A0101	21NT5A0112	20	
4	CH. SAI KIRAN	III/ CE	21NT5A0113	21NT5A0139	25	
5	V.BHARGAVI	III/ CE	21NT5A0141	21NT5A0168	25	
6	S. AVINASH	III/ CE	21NT5A0169	21NT5A0181	13	
7	P.RAJKUMAR	IV/CE	196G1A0101	206G5A0113	16	

HoD

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88th DIVISION, NARAVA
VISAKHAPATNAM-530027

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ENGINEERING & TECHNOLOGY
Narava, Visakhapatnam-530 027.



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INSTITUTE OF ENGINEERING & TECHNOLOGY
Approved by AICTE NEW DELHI
(Affiliated to JNTUK, KAKINADA)
88th Division, Narava, GVMC, Visakhapatnam-530027
DIPLOMA IN ENGINEERING & MANAGEMENT



COLLEGE CODE
VSPT

Date : 23/01/2023

CIRCULAR

All the faculty members are hereby informed that a meeting will be held in the **Civil Engineering department** HoD chamber at 3:00 pm on 24/01/2023 to appoint **Mentors** in the Academic Year 2022-2023 for B.Tech II-II, III-II, & IV-II students. All are advised to attend without fail.

Agenda for the meeting:

1. To appoint one mentor for 20-25 students.
2. To discuss the duties and role of mentors.



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VISAKHA INSTITUTE OF
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Narava, Visakhapatnam-530 027.



Date : 24/01/2023

Meeting Minutes

A meeting was convened by the Head, Department of Civil Engineering for all faculty members of II-II, III-II, & IV-II on 24/01/2023.

Resolutions:


It was decided that the appointed mentor would


1. Update periodically academic and extra-curricular record of the allotted mentees performance.
2. Intimate periodically parents about their ward's attendance and academic performance.
3. Build mentor mentees relationship to enhance mentees self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Advise the mentees related to academics, Health and such issues and give guidance to make them achieve their full potential.
6. Plan well for the Scheduled sessions with their respective mentees.


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Date : 24/01/2023

CIRCULAR

With reference to the meeting conducted on 24/01/2023 in Civil Engineering HoD Chamber, the below stated faculty members have been assigned the duty of mentorship for the following II-II, III-II, & IV-II students.

S. No	Name of the mentor	Year / Branch	Regd. No		No. Of students	Signature of the mentor
			From	To		
1	Y. PRIYANKA	II/ CE	21NT1A0101	22NT5A0122	20	
2	CH. SAI KIRAN	II/ CE	22NT5A0123	22NT5A0137	12	
3	K.JAGAN	III/ CE	20NT1A0101	21NT5A0112	20	
4	CH. SAI KIRAN	III/ CE	21NT5A0113	21NT5A0139	25	
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