



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Electrical and Electronics  
Engineering



01-07-2022

**CIRCULAR**

It is informed that all the faculty of EEE department are requested to attend the meeting in Power Systems laboratory on 02-7-2022 for appointing student mentors for the academic year 2022-22 for II-I, III-I & IV-I B.Tech students.










Hence all the staff members are advised to attend the meeting without fail.


**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

  
HOD

  
PRINCIPAL

- Circular to:
1. Principal Office 
  2. Office 
  3. EEE Staff       
  4. Notice Board

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Electrical and Electronics  
Engineering



02-07-2022

### MINUTES OF MEETING

A meeting was convened by the Head, Department of EEE for all faculty members of II-I, III-I & IV-I B.Tech on 02-07-2022.

Resolutions:

It was decided that the appointed mentors would



1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

HOD

Circulated to

1. Principal Office
2. EEE Faculty
3. Notice Board

  
PRINCIPAL

	<b>SRK INSTITUTE OF TECHNOLOGY</b> Enikepadu, Vijayawada 521108 Approved by AICTE, Affiliated to JNTUK, Kakinada (ISO 9001:2015 Certified Institution) Department of Electrical and Electronics Engineering	
---	--	---

04-07-2022

**CIRCULAR**

With reference to the meeting conducted on 02-07-2022 in Power Systems lab at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2022-23 for II-I, III-I & IV-I B.Tech students.

S No	Name of the Mentor	Branch	Year	Regd. No		No. of Students
				From	To	
1	Ms. T. V. Maha Lakshmi	EEE	IV	19X41A0201 & 20X45A0201	20X45A0214	15
2	Dr. M. Sathis Kumar	EEE	IV	20X45A0215	20X45A0229 & 19X45A0231	15
3	Mr. K. Narendra Babu	EEE	III	20X41A0201-217 & 21X45A0201	21X45A0203	20
4	Mr. N. E. K. Chandra	EEE	III	21X45A0204	21X45A0223	20
5	Mr. S. Nageswara Rao	EEE	III	21X45A0224	21X45A0242	19
6	Mr. K. Satyanarayana	EEE	II	21X41A0201	21X41A0219	17
7	Ms. B. Indrāja	EEE	II	21X41A0220	22X45A0215	17
8	Mr. T. Venkateswara Rao	EEE	II	21X45A0216	22A45A0231	16



**HOD**

Circulated to:



1. EEE Class rooms
2. Notice Board



  
**PRINCIPAL**



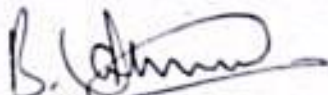
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.

 <p>SRK INSTITUTE OF TECHNOLOGY VIJAYAWADA</p>	<p><b>SRK INSTITUTE OF TECHNOLOGY</b> Enikepadu, Vijayawada 521108 Approved by AICTE, Affiliated to JNTUK, Kakinada (ISO 9001:2015 Certified Institution) Department of <b>COMPUTER SCIENCE AND ENGINEERING</b></p>	 <p>NAAC</p>
---	---	---

Date 04-11-2022

**CIRCULAR**

With reference to the meeting conducted on 04-11-2022 in BLC-4 lab at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2021-22 for II-I, III-I & IV-I B.Tech students.

  
HOD

  
PRINCIPAL

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
 Enikepadu, Vijayawada 521108  
 Approved by AICTE, Affiliated to JNTUK,  
 Kakinada  
 (ISO 9001:2015 Certified Institution)  
 Department of **COMPUTER SCIENCE AND  
 ENGINEERING**



S.No	Faculty Name	Branch	Year/Sec	From	To	No. of Student	Signature
1	Dr. A. Radhika	CSE	IV-A	19X41A0501	19X41A0519	19	<i>Radhika</i>
2	Dr. K. Chaitanya	CSE	IV-A	19X41A0520	19X41A0539	19	<i>K. Chaitanya</i>
3	Dr. D. Saravana Priya	CSE	IV-A	19X41A0540	19X41A0559	19	<i>Saravana Priya</i>
4	Dr. D. Anusha	CSE	IV-B	19X41A0560	19X41A0579	19	<i>Anusha</i>
5	Dr. D. Usha Rani	CSE	IV-B	19X41A0580	19X41A0599	19	<i>Usha Rani</i>
6	Dr. D.V. Subbarao	CSE	IV-B	19X41A05A0	19X41A05B8	18	<i>Subbarao</i>
7	Ch. Ambedkar	CSE	IV-B	19X41A05B9	20X45A0509	20	<i>Ambedkar</i>
8	P. Jayasree	CSE	III-A	20X41A0501	20X41A0520	20	<i>Jayasree</i>
9	R. Lakshmi	CSE	III-A	20X41A0521	20X41A0539	19	<i>Lakshmi</i>
10	P. Beersheba	CSE	III-A	20X41A0540	20X41A0559	19	<i>Beersheba</i>
11	D. Sailaja	CSE	III-B	20X41A0560	20X41A0579	20	<i>Sailaja</i>
12	T. Lavanya	CSE	III-B	20X41A0580	20X41A0599	20	<i>Lavanya</i>
13	T. Vijaya sree	CSE	III-B	20X41A05A0	20X41A05C0	20	<i>Vijaya sree</i>
14	B. Purna Chandra Sekhar	CSE	III-B	20X41A05C1	21X45A0512	22	<i>Purna Chandra Sekhar</i>
15	Ch. Pavani	CSE	II-A	21X41A0501	21X41A0520	20	<i>Pavani</i>
16	G. M. Padmaja	CSE	II-A	21X41A0521	21X41A0540	20	<i>Padmaja</i>
17	D. Nalini Kumari	CSE	II-A	21X41A0541	21X41A0560	20	<i>Nalini Kumari</i>
18	K. Jairam	CSM	II-B	21X41A0561	21X41A0580	19	<i>Jairam</i>
19	T. Lavanya	CSE	II-B	21X41A0581	21X41A0599	19	<i>Lavanya</i>
20	J. Siva Naga Jyothi	CSE	II-B	21X41A05A0	21X41A05B8	19	<i>Siva Naga Jyothi</i>
21	D. Bala Rama Krishna	CSE	II-B	21X41A05B9	22X45A0507	18	<i>Bala Rama Krishna</i>

*B. Subbarao*  
HOD

*[Signature]*  
PRINCIPAL

Circulated to:

- Principal Office
- CSE Faculty
- Notice Board

*[Handwritten signatures and initials of faculty members and staff]*



**SRK INSTITUTE OF TECHNOLOGY**  
 Enikepadu, Vijayawada 521108  
 Approved by AICTE, Affiliated to JNTUK,  
 Kakinada  
 (ISO 9001:2015 Certified Institution)  
 Department of **COMPUTER SCIENCE AND  
 ENGINEERING**



Date 4-011-2022

### MINUTES OF MEETING

A meeting was convened by the Head, Department of CSE for all faculty members of II-I, III-I & IV-I B.Tech on 04-11-2022.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

*B. G. ...*  
**HOD**

*[Signature]*  
**PRINCIPAL**

Circulated to

1. Principal Office
2. CSE Faculty
3. Notice Board

*[Handwritten signatures and initials]*

*[Signature]*  
**PRINCIPAL**



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Mechanical Engineering



Date 04-11-2022

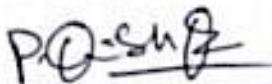
**CIRCULAR**

It is informed that all the faculty of ME department are requested to attend the meeting in HOD office on 04-11-2022 for appointing student mentors for the academic year 2022-23 for II-I, III-I & IV-I B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.

**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path , higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

  
HOD

  
PRINCIPAL

- Circular to:
1. Principal Office
  2. Office
  3. ME Staff
  4. Notice Board





PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Mechanical Engineering



Date 04-11-2022

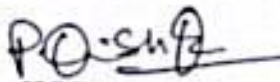
### MINUTES OF MEETING

A meeting was convened by the Head, Department of ME for all faculty members of II-I, III-I & IV-I B.Tech on 04-11-2022.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

  
HOD

  
PRINCIPAL

Circulated to

1. Principal Office
2. ME Faculty
3. Notice Board



  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 10





**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Mechanical Engineering



Date 04-11-2022

**CIRCULAR**

With reference to the meeting conducted on 04-11-2022 in HOD office at 2:00PM.  
The following faculty members are appointed as student mentors for the academic year  
2022-23 for II-I, III-I & IV-I B.Tech students.

S.No.	Faculty Name	Branch	Year/Sec	From	To	No. of Students	Signature
1	Mr. V. Bala china lingam	ME	IV-A	19X41A0301	20X45A0310	16	
2	Mr. R. Kiran Kumar	ME	IV-A	20X45A0311	20X45A0317	7	
3	Ms.P.Bhagya Lakshmi	ME	III-A	20X41A0301	21X45A0311	16	
4	Mr.D.Rognatha Rao	ME	III-A	21X45A0312	21X45A0328	15	
5	Mr. P.Tarun Naga Venkatesh	ME	III-A	21X45A0330	21X45A0345	15	
6	Mr. U. Tanoj	ME	II-A	21X41A0302	22X45A0314	16	
7	Mr. R. Kiran Kumar	ME	II-A	22X45A0315	22X45A0321	7	

HOD

PRINCIPAL

- Circulated to:
1. ME Class rooms
  2. Notice Board

Principal  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108





**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Electronics and Communication  
Engineering



Date 04-11-2022

## MINUTES OF MEETING

A meeting was convened by the Head, Department of ECE for all faculty members of for II-I, III-I & IV-I B.Tech on 04-11-2022.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

8  
HOD

  
PRINCIPAL

Circulated to

1. Principal Office
2. ECE Faculty
3. Notice Board

*Handwritten signatures and initials:*  
Principal Office: *Prasanna*  
ECE Faculty: *Shah Eji*, *21*, *22*, *23*, *24*, *25*, *26*, *27*, *28*, *29*, *30*, *31*, *32*, *33*, *34*, *35*, *36*, *37*, *38*, *39*, *40*, *41*, *42*, *43*, *44*, *45*, *46*, *47*, *48*, *49*, *50*  
Notice Board: *21*, *TVP*, *KVAS*, *21*, *22*

  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 103.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Electronics and Communication  
Engineering



Date 04-11-2022

**CIRCULAR**

With reference to the meeting conducted on 04-11-2022 in MW&OC lab at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2021-22 for II-I, III-I & IV-I B.Tech students.


S. No	Faculty Name	Branch	Year/Sec	From	To	No. of Students	Signature
1	Ms. K Anu Swetha	ECE	IV-A	19X41A0401	19X41A0419	19	KVA
2	Mr. D RaviTej	ECE	IV-A	19X41A0420	19X41A0442	19	D
3	Mr. P Ratna Bhaskar	ECE	IV-A	19X41A0443	18X41A0480	20	Pbhal
4	Ms. T Vishnu Priya	ECE	IV-B	19X41A0454	19X41A0475	18	TPP
5	Ms. N Rama Priya	ECE	IV-B	19X41A0476	19X41A0494	18	NRP
6	Mr. B S S Tejesh	ECE	IV-B	19X41A0495	20X45A0419	19	BSS
7	Ms. V Sri Lakshmi	ECE	III-A	20X41A0401	20X41A0423	22	VSL
8	Ms. T Manogna	ECE	III-A	20X41A0424	20X41A0450	22	TManogna
9	Mr. K N Lavanya	ECE	III-A	20X41A0451	19X41A0481	21	KNL
10	Ms. A V P Sarvari	ECE	III-B	20X41A0461	20X41A0482	22	AVP
11	Ms. N. Kalavathi	ECE	III-B	20X41A0483	19X41A04A5	21	NK
12	Ms. CH J Gayathri	ECE	III-B	20X41A04A6	21X45A0424	24	CHJ
13	Ms. A Ramya	ECE	II-A	21X41A0401	21X41A0424	24	AR
14	Mr. V Sekhar Babu	ECE	II-A	21X41A0425	21X41A0448	24	VSB
15	Dr. S Sri Gowri	ECE	II-A	21X41A0449	22X45A0407	23	SSG
16	Mr. B Ravi	ECE	II-B	21X41A0465	21X41A0488	24	BR
17	Mr. P Koteswara Rao	ECE	II-B	21X41A0489	21X41A04B3	24	PKR
18	Mr. CH Siva Rajesh	ECE	II-B	21X41A04B4	22X45A0429	24	CSR



  
HOD

  
PRINCIPAL

Circulated to:

1. ECE Class rooms
2. Notice Board

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.

 <p>SRK INSTITUTE OF TECHNOLOGY VIJAYAWADA</p>	<p align="center"><b>SRK INSTITUTE OF TECHNOLOGY</b>          Enikepadu, Vijayawada 521108          Approved by AICTE, Affiliated to JNTUK,          Kakinada          (ISO 9001:2015 Certified Institution)          Department of COMPUTER SCIENCE          ENGINEERING(DATASCIENCE)</p>	 <p align="center">A NAAC</p>
---	--	--

Date 4-011-2022

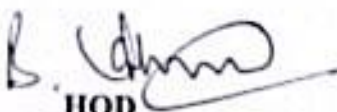
### MINUTES OF MEETING

A meeting was convened by the Head, Department of CSE for all faculty members of II-I, III-I & IV-I B.Tech on 04-11-2022.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

  
HOD


  
PRINCIPAL



Circulated to

1. Principal Office 

2. CSE Faculty  

3. Notice Board   

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.

 <p>SRK INSTITUTE OF TECHNOLOGY VIJAYAWADA</p>	<p><b>SRK INSTITUTE OF TECHNOLOGY</b>          Enikepadu, Vijayawada 521108          Approved by AICTE, Affiliated to JNTUK,          Kakinada          (ISO 9001:2015 Certified Institution)          Department of <b>COMPUTER SCIENCE</b>  <b>ENGINEERING(DATASCIENCE)</b></p>	 <p>NAAC</p>
---	---	---

Date 04-11-2022

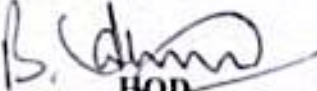
**CIRCULAR**

It is informed that all the faculty of CSE department are requested to attend the meeting in BLC-4 laboratory on 04-11-2022 for appointing student mentors for the academic year 2022-23 for II-I, III-I & IV-I: B.Tech students.

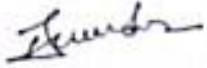



Hence all the staff members are advised to attend the meeting without fail.

**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path , higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

  
HOD

  
PRINCIPAL

- Circular to:
1. Principal Office 
  2. Office
  3. CSE Staff   
  4. Notice Board

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 100




**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK,  
Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of **COMPUTER SCIENCE**  
**ENGINEERING(DATASCIENCE)**



Date 04-11-2022



**CIRCULAR**

With reference to the meeting conducted on 04-11-2022 in BLC-4 lab at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2021-22 for II-I, III-I & IV-I. B.Tech students.

  
HOD

  
PRINCIPAL

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA

 <p>SRK INSTITUTE OF TECHNOLOGY VIJAYANADA</p>	<p align="center"><b>SRK INSTITUTE OF TECHNOLOGY</b>          Enikepadu, Vijayawada 521108          Approved by AICTE, Affiliated to JNTUK,          Kakinada          (ISO 9001:2015 Certified Institution)          Department of Computer science          Engineering( DS) :</p>	 <p align="center">A NAAC</p>
---	--	--

7

S.No	Faculty Name	Branch	Year/Sec	From	To	No. of Student	Signatur
1	Ms.T.Vijayadurga	CSD	III	20X41A4401	20X41A4425	20	T.V.D
2	Ms.CH.SivaDurga	CSD	III	20X41A4426	20X41A4450	20	CH
3	Ms.K.Jyothi	CSD	III	20X41A4451	21X41A4410	20	KJ
4	Mr.K.Ashok	CSD	II	21X41A4411	21X41A4435	20	KA
5	Dr.B.Ashalatha	CSD	II	21X41A4436	21X41A4458	20	BA

*B. Ashalatha*  
HOD

*T.V. Durga*  
PRINCIPAL

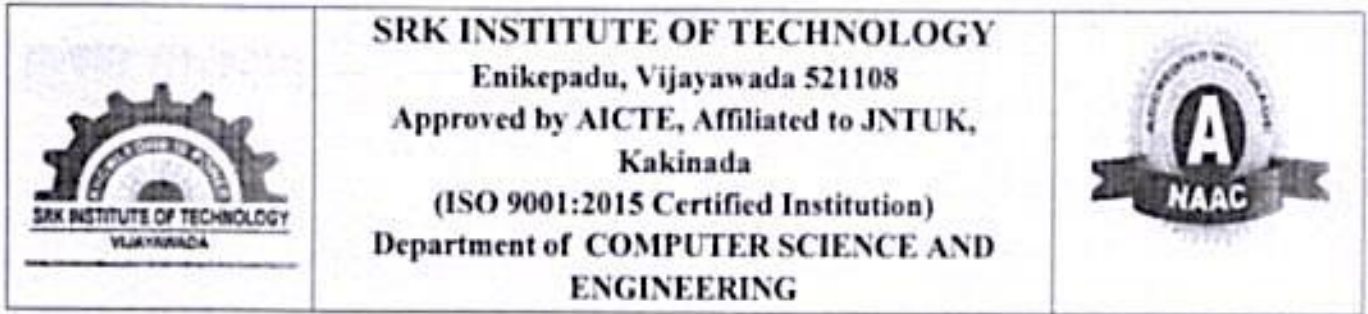
Circulated to:  
 CSE Class rooms  
 1. Notice Board  
 2. principal office  
 3. CSE faculty

*CH*  
*KA*  
*T.V. Durga*

*T.V. Durga*

PRINCIPAL  
 SRK INSTITUTE OF TECHNOLOGY  
 ENIKEPADU, VIJAYAWADA-521 108.





Date 04-11-2022

**CIRCULAR**

It is informed that all the faculty of CSE department are requested to attend the meeting in BLC-4 laboratory on 04-11-2022 for appointing student mentors for the academic year 2022-23 for II-I, III-I & IV-I B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.

**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path , higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

  
**HOD**

  
**PRINCIPAL**

- Circular to:
1. Principal Office
  2. Office
  3. CSE Staff
  4. Notice Board

*Handwritten signatures and initials:*  
 Sunder, vijay, Res, koch, Kishore, Rodd, [initials], [initials], [initials], [initials], [initials], [initials], [initials], [initials], [initials], [initials]



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK,  
Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of **COMPUTER SCIENCE**  
**ENGINEERING(AI&ML)**



Date 04-11-2022

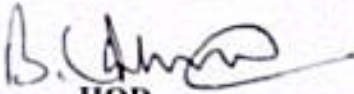
**CIRCULAR**

It is informed that all the faculty of CSE department are requested to attend the meeting in BLC-4 laboratory on 04-11-2022 for appointing student mentors for the academic year 2022-23 for U-II, III-E & IV-I B.Tech students.

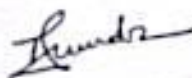
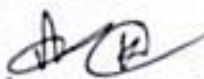

Hence all the staff members are advised to attend the meeting without fail.

**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path , higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

  
HOD

  
PRINCIPAL

- Circular to:
1. Principal Office 
  2. Office
  3. CSE Staff 
  4. Notice Board 

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 103.



## SRK INSTITUTE OF TECHNOLOGY

Enikepadu, Vijayawada 521108

Approved by AICTE, Affiliated to JNTUK,

Kakinada

(ISO 9001:2015 Certified Institution)

Department of COMPUTER SCIENCE  
ENGINEERING(AI&ML)



Date 4-011-2022

### MINUTES OF MEETING

A meeting was convened by the Head, Department of CSE for all faculty members of II-I, III-I & IV-I B.Tech on 04-11-2022.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

  
HOD



  
PRINCIPAL

Circulated to

1. Principal Office
2. CSE Faculty
3. Notice Board



  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108

 <p>SRK INSTITUTE OF TECHNOLOGY VIJAYAWADA</p>	<p><b>SRK INSTITUTE OF TECHNOLOGY</b> Enikepadu, Vijayawada 521108 Approved by AICTE, Affiliated to JNTUK, Kakinada (ISO 9001:2015 Certified Institution) Department of COMPUTER SCIENCE ENGINEERING(AI&amp;ML)</p>	 <p>NAAC</p>
---	---	---

Date 04-11-2022



**CIRCULAR**

With reference to the meeting conducted on 04-11-2022 in BLC-4 lab at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2021-22 for II-I, III-I & IV-I B.Tech students.

  
HOD

  
PRINCIPAL

  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 10

 <p>SRK INSTITUTE OF TECHNOLOGY VIJAYAWADA</p>	<p><b>SRK INSTITUTE OF TECHNOLOGY</b>          Enikepadu, Vijayawada 521108          Approved by AICTE, Affiliated to JNTUK,          Kakinada          (ISO 9001:2015 Certified Institution)          Department of Computer science          Engineering(AI&amp;ML)</p>	 <p>NAAC</p>
---	---	---

S.No	Faculty Name	Branch	Year/Sec	From	To	No. of Student	Signature
1	Dr.S.santhilkumar	CSM	III	20X41A4201	20X41A4225	20	<i>Santhilkumar</i>
2	Dr.D.Haritha	CSM	III	20X41A4226	20X41A4250	20	<i>Haritha</i>
3	Mr. V.kapil	CSM	III	20X41A4251	21X41A4211	20	<i>Kapil</i>
4	Mr. J.venkateswaramma	CSM	II	20X41A4212	21X41A4236	20	<i>J.Venkateswaramma</i>
5	Mr.J.B.Srinivas	CSM	II	21X41A4237	20X41A44260	20	<i>Srinivas</i>

*[Signature]*  
HOD



*[Signature]*  
PRINCIPAL

- Circulated to:  
 CSE Class rooms  
 1. principal office  
 2.CSE faculty  
 3.Notice Board

*Haritha*  
*Kapil*  
*Santhilkumar*  
*Srinivas* *[Signature]*

*[Signature]*

PRINCIPAL  
 SRK INSTITUTE OF TECHNOLOGY  
 ENIKEPADU, VIJAYAWADA-521 108.

 <p>SRK INSTITUTE OF TECHNOLOGY VIJAYAWADA</p>	<p align="center"><b>SRK INSTITUTE OF TECHNOLOGY</b>  Eikepadu, Vijayawada 521108  Approved by AICTE, Affiliated to JNTUK, Kakinada  (ISO 9001:2015 Certified Institution)  Accredited to NAAC A Grade</p>	 <p align="center">A NAAC</p>
---	--	--

04-11-2022

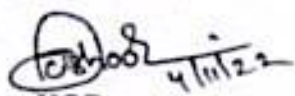
**CIRCULAR**

It is informed that all the faculty of IT department are requested to attend the meeting in DBMS/DM laboratory on 04-11-2022 for appointing student mentors for the academic year 2022-23 for II-I, III-I & IV-I B.Tech students.

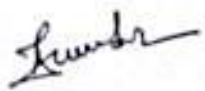


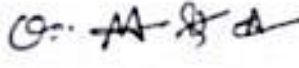
Hence all the staff members are advised to attend the meeting without fail.

**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

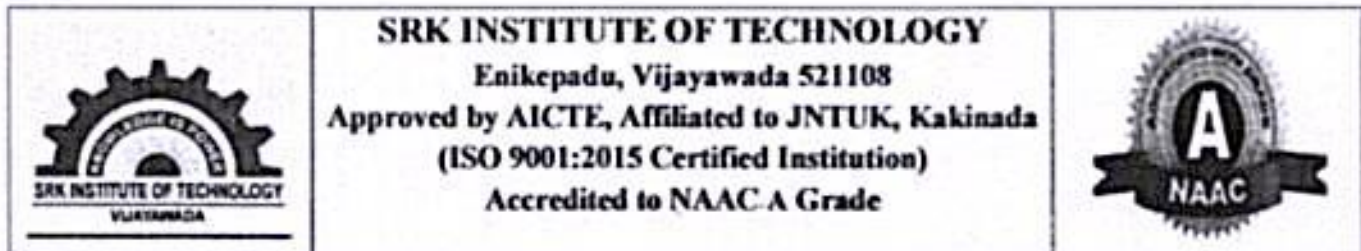
  
HOD

  
PRINCIPAL

- Circular to:
1. Principal Office 
  2. Office 
  3. IT Staff  
  4. Notice Board



PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 110



04-11-2022

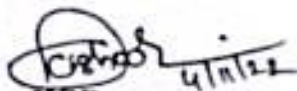
### MINUTES OF MEETING

A meeting was convened by the Head, Department of IT for all faculty members of II-I, III-I & IV-I B.Tech on 04-11-2022.

Resolutions:

It was decided that the appointed mentors would

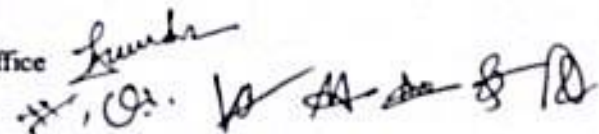
1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

  
HOD

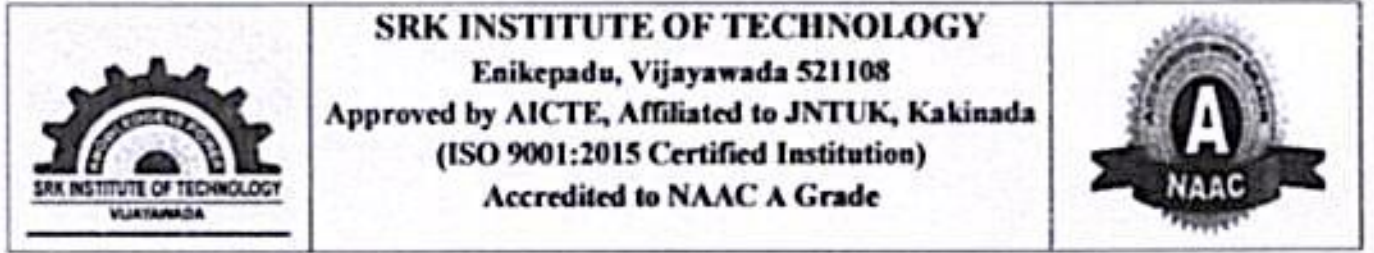
  
PRINCIPAL

Circulated to

1. Principal Office
2. IT Faculty
3. Notice Board



  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.

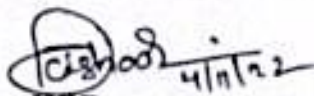


Date: 04-11-2022

**CIRCULAR**

With reference to the meeting conducted on 04-11-2022 in DBMS/DM laboratory at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2022-23 for II-I, III-I & IV-I B.Tech students.

S.No.	Faculty Name	Year/ Branch	Regd.No		No. of Students	Signature of the Mentor
			From	To		
1	Ms. A. Akhila	II/IT	21X41A1201	21X41A1223	23	
2	Ms.P.Sai Charitha	II/IT	21X41A1224	21X41A1246	23	
3	Mr. Lalitha	II/IT	21X41A1247	22X45A1206	22	
4	Ms. Amritha Mishra	III/IT	20X41A1201	20X41A1223	23	
5	Mr.S.MosheDayan	III/IT	20X41A1224	20X41A1246	23	
6	Mr.M. Suresh Babu	III/IT	20X41A1247	21X41A1208	22	
7	Dr.G.D.K.Kishore	IV/IT	19X41A1201	19X41A1226	26	
8	Ms. G.SriLakshmi	IV/IT	19X41A1227	19X41A1256	26	

  
HOD

  
PRINCIPAL.

Circulated to:

1. IT Class rooms 

2. Notice Board



SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.







**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date 25-10-2022

**MINUTES OF MEETING**

A meeting was conducted by the Head, department of MBA for all the faculty members of I/I IMBA on 25-10-2022.

**Resolution:**

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extracurricular record of the allotted mentee's performance.
2. Notify periodically parents about their wards attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any issues and give the guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

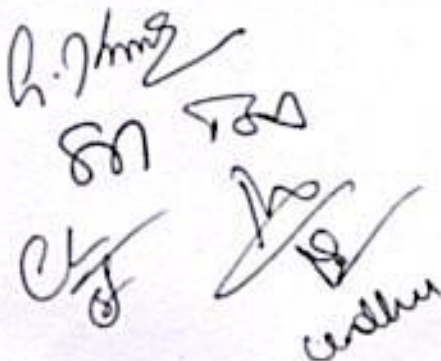
  
PRINCIPAL

Circulated to:

1. Principal office. 

2. MBA staff.

3. Notice Board.





PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



# SRK INSTITUTE OF TECHNOLOGY

Enikepadu, Vijayawada 521108

Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)

DEPARTMENT OF BUSINESS ADMINISTRATION




## INTEGRATED MBA FOR A Y 2022-2023 MENTOR-MENTEE LIST -SEM-I

S.N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Studen ts
				From	To	
1	Mr. Sk. Shafiullah	IMBA	III/I	20X41M0001	20X41M0020	20
2	Mr. B. Chinai	IMBA	III/I	20X41M0021	20X41M0045	20
3	Mr. P. Naga Srinivasa Rao	IMBA	III/I	20X41M0047	20X41M0055	8
4	Mr. B.V.S.S. Subba Rao	IMBA	IV/I	19X41M0001	19X41M0020	20
5	Mr. V.Srinivasarao	IMBA	IV/I	19X41M0021	19X41M0040	17
6	Ms. A.Alihaif	IMBA	IV/I	19X41M0041	19X41M0066	15
7	Mr. G.Kiran	IMBA	V/I	18X41M0001	18X41M0022	18
8	Mrs.P.Kavya	IMBA	V/I	18X41M0023	18X41M0042	20
9	Ms.N.Safalya	IMBA	V/I	18X41M0043	18X41M0051	6

B. Chinnai  
HOD 20/6/2022

  
PRINCIPAL 20/6/22

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration




**INTEGRATED MBA I YEAR  
FOR A Y 2022-2023 MENTOR-MENTEE LIST -SEM-I**

S.N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Studen ts
				From	To	
1	Dr.M.Verrabhadrarao	IMBA	I/II	22X41M0001	22X41M0021	21

B. K. S. Reddy  
HOD 22/10/22

  
PRINCIPAL

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date: 09-09-2022

**CIRCULAR**

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 12-09-2022 for appointing student mentors for the academic year 2022-2023 for II/I, IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

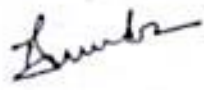
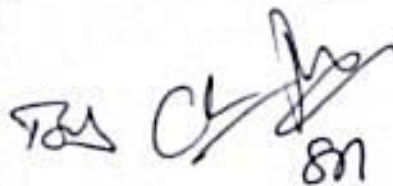
Agenda for the meeting:

1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.

  
PRINCIPAL

Circulated to:

1. Principal office.
2. Office.
3. MBA staff.
4. Notice Board.





PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date 12-09-2022

**MINUTES OF MEETING**

A meeting was conducted by the Head, department of MBA for all the faculty members of II/I, IMBA on 12-09-2022.

**Resolution:**

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extracurricular record of the allotted mentee's performance.
2. Notify periodically parents about their wards attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any issues and give the guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

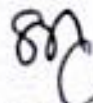

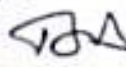
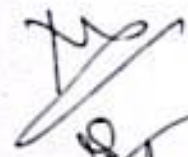

  
PRINCIPAL

Circulated to:

1. Principal office.

2. MBA staff.

3. Notice Board.

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



**INTEGRATED MBA II YEAR  
FOR A Y 2022-2023 MENTOR-MENTEE LIST -SEM-I**

S.N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Studen ts
				From	To	
1	Mrs.T.Sowjanya	IMBA	II/I	21X41M0001	21X41M0021	21

*B. Srinivas*  
HOD

*P. Srinivas*  
PRINCIPAL

*P. Srinivas*

PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date: 18-06-2022

**CIRCULAR**

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 20-06-2022 for appointing student mentors for the academic year 2022-2023 for III/I, IV/I & V/I IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

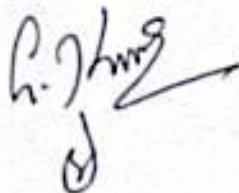
**Agenda for the meeting:**

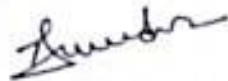
1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.

  
PRINCIPAL

**Circulated to:**

1. Principal office.
2. Office.
3. MBA staff.
4. Notice Board.









PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.





**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date 20-06-2022

**MINUTES OF MEETING**

A meeting was conducted by the Head, department of MBA for all the faculty members of III/I, IV/I & V/I IMBA on 20-06-2022.

**Resolution:**

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extracurricular record of the allotted mentee's performance.
2. Notify periodically parents about their wards attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any issues and give the guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

  
PRINCIPAL

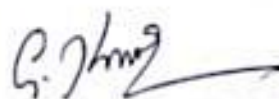
Circulated to:

1. Principal office.

2. MBA staff.

3. Notice Board.





  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-52



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



**INTEGRATED MBA III,IV & V YEAR  
FOR A Y 2022-2023 MENTOR-MENTEE LIST -SEM-I**

S.N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Studen ts
				From	To	
1	Mr. Sk. Shafiullah	IMBA	III/I	20X41M0001	20X41M0020	20
2	Mr. B. Chinni	IMBA	III/I	20X41M0021	20X41M0045	20
3	Mr. P. Naga Srinivasa Rao	IMBA	III/I	20X41M0047	20X41M0055	8
4	Mr. B.V.S.S. Subba Rao	IMBA	IV/I	19X41M0001	19X41M0020	20
5	Mr. V.Srinivasarao	IMBA	IV/I	19X41M0021	19X41M0040	17
6	Ms. A.Althaf	IMBA	IV/I	19X41M0041	19X41M0066	15
7	Mr. G.Kiran	IMBA	V/I	18X41M0001	18X41M0022	18
8	Mrs.P.Kavya	IMBA	V/I	18X41M0023	18X41M0042	20
9	Ms.N.Safalya	IMBA	V/I	18X41M0043	18X41M0051	6

*B. B. B. B.*  
HOD

*[Signature]*  
PRINCIPAL

*[Signature]*  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOG  
ENIKEPADU, VIJAYAWADA-521 10



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Master of Computer Applications



Date 03-12-2022

**CIRCULAR**

It is informed that all the faculty of MCA department are requested to attend the meeting in MCA laboratory on 05-12-2022 at 4.00 P.M for appointing student mentors for the academic year 2022-23 for I-I & II-I MCA students.

Hence all the staff members are advised to attend the meeting without fail.

**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path , higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

HOD

PRINCIPAL

Circular to:

1. Principal Office
2. Office
3. MCA Staff
4. Notice Board

PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 101



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Master of Computer Applications



Date 06-12-2022

## MINUTES OF MEETING

A meeting was convened by the Head, Department of MCA for all faculty members of for I-I & II-I MCA on 05-12-2022.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

*M. Antle*  
HOD

*[Signature]*  
PRINCIPAL

Circulated to

1. Principal Office
2. MCA Faculty
3. Notice Board

*[Signatures]*

*[Signature]*  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Master of Computer Applications



Date 06-12-2022

**CIRCULAR**

With reference to the meeting conducted on 05-12-2022 in MCA lab at 4:00PM. The following faculty members are appointed as student mentors for the academic year 2022-23 for I-I & II-I MCA students.

S.No.	Faculty Name	Branch	Year/Sec	From	To	No. of Students	Signature
1	Ms.K.Pavani	MCA	II	21X41F0001	21X41F0022	22	<i>K.Pavani</i>
2	Ms.M.Anitha	MCA	II	21X41F0023	21X41F0023	22	<i>M.Anitha</i>
3	Mr.Ch.Satyanarayana Reddy	MCA	II	21X41F0045	21X41F0066	21	<i>Ch.Satyanarayana Reddy</i>
4	Mr.E.Naga Raju	MCA	I	22X41F0001	22X41F0022	22	<i>E.Naga Raju</i>
5	Ms.G.Keerthi	MCA	I	22X41F0023	22X41F0044	22	<i>G.Keerthi</i>
6	Mr.Y.Naga Malleswara Rao	MCA	I	22X41F0045	22X41F0066	22	<i>Y.Naga Malleswara Rao</i>

*M. S. Reddy*  
HOD

*Y. Naga Malleswara Rao*  
PRINCIPAL

Circulated to:

1. MCA Class rooms
2. Notice Board

*Y. Naga Malleswara Rao*  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 102



**SRK INSTITUTE OF TECHNOLOGY**  
 Enikepadu, Vijayawada 521108  
 Approved by AICTE, Affiliated to JNTUK, Kakinada  
 (ISO 9001:2015 Certified Institution)  
 Department of Science and Humanities



Date: 14-11-2022

**CIRCULAR**

This is to inform I B.Tech faculty members that a meeting will be convened in Seminar Hall (B111) at 4PM on 15/11/2022 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 every 16-20 students.
2. To discuss the duties and role of mentors.

*[Handwritten signature]*

**The Head, Dept. of S&H**

*[Handwritten signature]*  
**Principal**

Circulated to

1. All HODs
2. S&H Faculty
3. AOP
4. Notice board

*[Handwritten notes and signatures]*  
 HELG by CE, EEE, MCA, CSE, MB, G.P. Depthi, Progarthi, S&H

*[Handwritten signature]*

SRK INSTITUTE OF TECHNOLOGY  
 ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
 Enikepadu, Vijayawada 521108  
 Approved by AICTE, Affiliated to JNTUK, Kakinada  
 (ISO 9001:2015 Certified Institution)  
 Department of Science and Humanities



Date: 16-11-2022

### Meeting Minutes

A meeting was convened by the Head, Department of S&H for all faculty members of I B.Tech on 15/11/2022

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Coach and advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

**The Head, Dept. of S&H**

**Principal**

Circulated to

1. All HoDs
2. S&H Faculty
3. AO
4. Notice board

*[Handwritten signatures and initials for circulation]*  
 HoDs: ECE, CE, EEE, MCA & CSE, ME, MB  
 Faculty: G.K. Deptki, etc.  
 AO: [Signature]  
 Notice board: [Signature]



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Science and Humanities



**MENTORS LIST OF THE ACADEMIC YEAR 2022-2023, SEM-I**

S.No	Faculty Name	Branch	Year / Sec	From	To	No.of Students	Signature
1.	Ms. B. Madhavi	CE	I	22X41A0101	22X41A0102	2	
2.	Mr.G.Phanindra	EEE	I	22X41A0201	22X41A0207	7	
3.	Ms. B. Madhavi	ME	I	22X41A0301	22X41A0304	4	
4.	Mr.B.V.Rama Krishna Rao	ECE	I-A	22X41A0401	22X41A0421	21	
5.	Mr. Yellamanda Vusa	ECE	I-A	22X41A0422	22X41A0443	21	
6.	Mr.G.Praveen	ECE	I-A	22X41A0444	22X41A0464	22	
7.	Dr.B.Sowjanya	ECE	I-B	22X41A0465	22X41A0486	22	
8.	Ms.G.K.Deepthi	ECE	I-B	22X41A0487	22X41A04A9	23	
9.	Ms.M.Vidya Elizabeth	CSE	I-A	22X41A0501	22X41A0521	21	
10.	Mr.V.Saida Reddy	CSE	I-A	22X41A0522	22X41A0543	21	
11.	Ms.G.Koteswaramma	CSE	I-A	22X41A0544	22X41A0564	22	
12.	Ms.P.Farzeena Khanum	CSE	I-B	22X41A0565	22X41A05g3	19	
13.	Ms.B.Naga Jyothirmai	CSE	I-B	22X41A05g4	22X41A05A2	19	
14.	Ms.T.Prasanna	CSE	I-B	22X41A05A3	22X41A05C2	20	
15.	Dr.J.Ashok	IT	I	22X41A1201	22X41A1219	19	
16.	Ms.N.Gayathri	IT	I	22X41A1220	22X41A1239	20	
17.	Ms.N.Gayatri Devi	IT	I	22X41A1240	22X41A1259	20	
18.	Ms.S.Suman	CSE-AI&ML	I	22X41A4201	22X41A4220	20	
19.	Dr.T.V.Naga Lakshmi	CSE-AI&MLI	I	22X41A4221	22X41A4240	20	
20.	Ms.V.Prasanthi	CSE-AI&ML	I	22X41A4241	22X41A4260	20	
21.	Ms.S.Kalpana	CSE-DS	I	22X41A4401	22X41A4421	21	

PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108





**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Science and Humanities



22.	Mr.K.Basava Raju	CSE-DS	I	22X41A4422	22X41A4442	21	
23.	Ms.V.Navatha	CSE-DS	I	22X41A4443	22X41A4464	22	

HOD

PRINCIPAL

Circulated to:

1. Class rooms

2. Notice Board

SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108



**SRK INSTITUTE OF TECHNOLOGY**  
 Enikepadu, Vijayawada 521108  
 Approved by AICTE, Affiliated to JNTUK,  
 Kakinada  
 (ISO 9001:2015 Certified Institution)  
 Accredited to NAAC A Grade



Date 23-1-2023

**CIRCULAR**

All the faculty members of the college are requested to attend the meeting conducted by respective HOD's in the venue given below on 25-1-2023 the appointment of student mentors for II semester of the A.Y 2022-23.

S.No	Departments	Venue
1	Science and Humanities	Ground Floor Seminar Hall
2	Civil Engineering	
3	Electrical and Electronics Engineering	
4	Mechanical Engineering	
5	Electronics and Communication Engineering	
6	Computer Science Engineering	
7	Information Technology	
8	Master of Computer Applications	
9	Master of Business Administration	

Hence the all the staff members are advised to attend the meeting without fail.

Agenda for the meeting:

1. To appoint a mentor
2. To discuss the responsibilities of mentors

PRINCIPAL

Circulated to:

1. All the HOD's
2. A.O
3. Notice Board



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Electrical and Electronics  
Engineering



02-12-2022

**CIRCULAR**

It is informed that all the faculty of EEE department are requested to attend the meeting in Power Systems laboratory on 03-12-2022 for appointing student mentors for the academic year 2022-23 for II-II, III-II & IV-II B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.



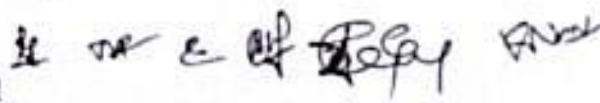
**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

  
HOD

  
PRINCIPAL

Circular to:

1. Principal Office 
2. Office 
3. EEE Staff 
4. Notice Board



PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 10#



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Electrical and Electronics  
Engineering



03-12-2022

### MINUTES OF MEETING

A meeting was convened by the Head, Department of EEE for all faculty members of II-II, III-II & IV-II B.Tech on 03-12-2022.


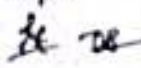





Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

  
HOD

Circulated to

1. Principal Office 
2. EEE Faculty      
3. Notice Board

  
PRINCIPAL

  
PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521108



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Electrical and Electronics  
Engineering



05-12-2022

**CIRCULAR**

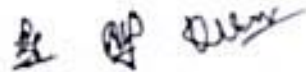
With reference to the meeting conducted on 03-12-2022 in Power Systems lab at 3:00PM. The following faculty members are appointed as student mentors for the academic year 2022-23 for II-II, III-II & IV-II B.Tech students.

S No	Name of the Mentor	Branch	Year	Regd. No		No. of Students
				From	To	
1	Mr. K.Narendra Babu	EEE	IV	19X41A0201 & 20X45A0201	20X45A0214	15
2	Mr. Dr. M.Sathis Kumar	EEE	IV	20X45A0215	20X45A0229 & 19X45A0231	15
3	Ms. MJaya Sri	EEE	III	20X41A0201-217 & 21X45A0201	21X45A0203	19
4	Ms. T V Maha Lakshmi	EEE	III	21X45A0204	21X45A0222	19
5	Mr.S.Nageswara Rao	EEE	III	21X45A0223	21X45A0242	19
6	Ms.V.Siva Kumari	EEE	II	21X41A0201	21X41A0219	17
7	Mr.G.Sri Harsha	EEE	II	21X41A0220	22X45A0215	17
8	Mr.T.Venkateswararao	EEE	II	22X45A0215	22X45A0231	16

  
HOD

Circulated to:

1. EEE Class rooms
2. Notice Board



  
PRINCIPAL



SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108,



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Mechanical Engineering



Date 12-01-2023

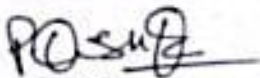
**CIRCULAR**

It is informed that all the faculty of ME department are requested to attend the meeting in HOD office on 12-01-2023 for appointing student mentors for the academic year 2022-23 for II-II, III-II & IV-II B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.

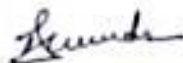
**Agenda of the meeting**

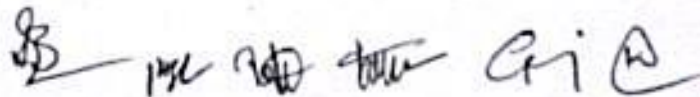
- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path , higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.


  
HOD

  
PRINCIPAL

- Circular to:
1. Principal Office
  2. Office
  3. ME Staff
  4. Notice Board





  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 109.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Mechanical Engineering



Date 12-01-2023

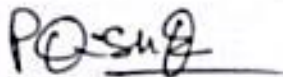
### MINUTES OF MEETING

A meeting was convened by the Head, Department of ME for all faculty members of II-II, III-II & IV-II B.Tech on 12-01-2023.

Resolutions:

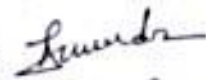
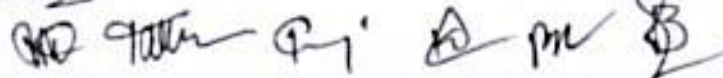
It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

  
HOD

  
PRINCIPAL

Circulated to

1. Principal Office 
2. ME Faculty 
3. Notice Board

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Mechanical Engineering



Date 12-01-2023

**CIRCULAR**

With reference to the meeting conducted on 12-01-2023 in HOD office at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2022-23 for II-II, III-II & IV-II B.Tech students.

S.No.	Faculty Name	Branch	Year/ Sec	From	To	No. of Students	Signature
1	Mr. V. Bala china lingam	ME	IV-A	19X41A0301	20X45A0310	15	
2	Mr. R. Kiran Kumar	ME	IV-A	20X45A0311	20X45A0317	7	
3	Ms.P.Bhagya Lakshmi	ME	III-A	20X41A0301	21X45A0311	16	
4	Mr.D.Rognatha Rao	ME	III-A	21X45A0313	21X45A0328	13	
5	Mr. P.Tarun Naga Venkatesh	ME	III-A	21X45A0330	21X45A0345	15	
6	Mr. U. Tanoj	ME	II-A	21X41A0302	22X45A0314	15	
7	Mr. R. Kiran Kumar	ME	II-A	22X45A0315	22X45A0321	7	

HOD

Circulated to:  
1. ME Class rooms  
2. Notice Board

PRINCIPAL





**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Electronics and Communication  
Engineering



Date 13-01-2023

**CIRCULAR**

It is informed that all the faculty of ECE department are requested to attend the meeting in MW&OC laboratory on 13-01-2023 for appointing student mentors for the academic year 2022-23 for II-II, III-II & IV-II B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.

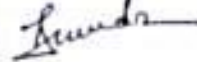

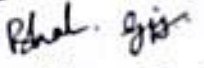
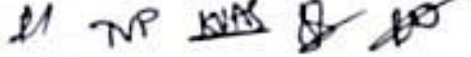
**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path , higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

  
HOD

  
PRINCIPAL

Circular to:

1. Principal Office 
2. Office 
3. ECE Staff 
4. Notice Board 

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Electronics and Communication  
Engineering



Date 13-01-2023

### MINUTES OF MEETING

A meeting was convened by the Head, Department of ECE for all faculty members of II-II, III-II & IV-II B.Tech on 13-01-2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

S  
HOD

[Signature]  
PRINCIPAL

Circulated to

1. Principal Office [Signature]
2. ECE Faculty [Signature] [Signature] [Signature] [Signature] [Signature] [Signature] [Signature] [Signature]
3. Notice Board [Signature] [Signature] [Signature] [Signature] [Signature]

[Signature]  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Electronics and Communication  
Engineering



Date 13-01-2023

**CIRCULAR**

With reference to the meeting conducted on 13-01-2023 in MW&OC lab at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2021-22 for II-II, III-II & IV-II B.Tech students.

S.No	Faculty Name	Branch	Year/Sec	From	To	No. of Student	Signature
1	Dr. D RaviTej	ECE	IV-A	19X41A0401	19X41A0419	19	
2	Ms. K Anu Swetha	ECE	IV-A	19X41A0420	19X41A0442	19	KVAS
3	Dr. S Sri Gowri	ECE	IV-A	19X41A0443	18X41A0438	19	
4	Mr. P Ratna Bhaskar	ECE	IV-B	19X41A0454	19X41A0475	17	Pshah
5	Mr. B. Ravi	ECE	IV-B	19X41A0476	19X41A0495	17	
6	Ms. CH J Gayathri	ECE	IV-B	19X41A0497	20X45A0419	17	
7	Dr. T Vishnu Priya	ECE	III-A	20X41A0401	20X41A0423	22	TVP
8	Dr. D S Phani Kishore	ECE	III-A	20X41A0424	20X41A0451	22	
9	Ms. S L V S Jyothi	ECE	III-A	20X41A0452	19X41A0481	20	
10	Mr. V Sekhar Babu	ECE	III-B	20X41A0461	20X41A0482	21	V Sekhar
11	Ms. N Rama Priya	ECE	III-B	20X41A0483	19X41A04A5	21	
12	Mr. B S S Tejesh	ECE	III-B	20X41A04A6	21X45A0424	21	
13	Mr. P Koteswara Rao	ECE	II-A	21X41A0401	21X41A0423	23	
14	Ms. A Ramya	ECE	II-A	21X41A0424	21X41A0447	23	
15	Mrs. N Kalavathi	ECE	II-A	21X41A0448	22X45A0407	24	
16	Mrs. A V P Sarvari	ECE	II-B	21X41A0465	21X41A0489	23	
17	Mr. CH Siva Rajesh	ECE	II-B	21X41A0490	21X41A04B3	23	
18	Mrs. K Naga Lavanya	ECE	II-B	21X41A04B4	22X45A0429	24	

HOD

- Circulated to:
1. ECE Class rooms
  2. Notice Board

PRINCIPAL

SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
 Enikepadu, Vijayawada 521108  
 Approved by AICTE, Affiliated to JNTUK, Kakinada  
 (ISO 9001:2015 Certified Institution)  
 Department of Computer Science and Engineering



Date 12-01-2023

**CIRCULAR**

It is informed that all the faculty of CSE department are requested to attend the meeting in BLC-4 laboratory on 13-01-2023 for appointing student mentors for the academic year 2022-23 for II-II, III-II & IV-II B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.

**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path , higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

*B. [Signature]*  
 HOD

*[Signature]*  
 PRINCIPAL

Circular to:

1. Principal Office
2. Office
3. CSE Staff
4. Notice Board

*[Handwritten signatures of staff members]*

*J. SivaDhanu*

*[Signature]*  
 SRK INSTITUTE OF TECHNOLOGY  
 ENIKEPADU, VIJAYAWADA-521 10



**SRK INSTITUTE OF TECHNOLOGY**  
 Enikepadu, Vijayawada 521108  
 Approved by AICTE, Affiliated to JNTUK, Kakinada  
 (ISO 9001:2015 Certified Institution)  
 Department of Computer Science and Engineering



Date 12-01-2023

### MINUTES OF MEETING

A meeting was convened by the Head, Department of CSE for all faculty members of II-II, III-II & IV-II B.Tech on 13-01-2023.

**Resolutions:**

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

*B. Ahnna*  
**HOD**

*[Signature]*  
**PRINCIPAL**

Circulated to  
 1. Principal Office  
 2. CSE Faculty  
 3. Notice Board

*[Handwritten signatures and initials]*  
 Includes names like "Suresh", "Ramesh", "Srinivas", "K. Haritha", "Naga", "ha", "J. Sivaram" and other initials.

*[Signature]*  
**PRINCIPAL**  
 SRK INSTITUTE OF TECHNOLOGY  
 ENIKEPADU, VIJAYAWADA-521 108



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Computer Science and Engineering



Date 12-01-20233

**CIRCULAR**

With reference to the meeting conducted on 13-01-2023 in BLC-4 lab at 2:00PM. The following faculty members are appointed as student mentors for the academic year 2022-23 for II-II, III-II & IV-II B.Tech students.

B.   
HOD



  
PRINCIPAL



PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108



**SRK INSTITUTE OF TECHNOLOGY**  
**Enikepadu, Vijayawada 521108**  
 Approved by AICTE, Affiliated to JNTUK, Kakinada  
 (ISO 9001:2015 Certified Institution)  
 Department of Computer Science and Engineering



S.No	Faculty Name	Branch	Year/Sec	From	To	No. of Student	Signature
1	Dr. A. Radhika	CSE	IV-A	19X41A0501	19X41A0519	19	Radhika
2	Dr. K. Chaitanya	CSE	IV-A	19X41A0520	19X41A0539	19	K.Chaitanya
3	Dr. D. Saravana Priya	CSE	IV-A	19X41A0540	19X41A0559	19	D. Saravana Priya
4	Dr. D. Anusha	CSE	IV-B	19X41A0560	19X41A0579	19	D. Anusha
5	Dr. D. Usha Rani	CSE	IV-B	19X41A0580	19X41A0599	19	D. Usha Rani
6	Dr. D.V. Subbarao	CSE	IV-B	19X41A05A0	19X41A05B8	18	D.V. Subbarao
7	Ch. Ambedkar	CSE	IV-B	19X41A05B9	20X45A0509	20	Ch. Ambedkar
8	P. Jayasree	CSE	III-A	20X41A0501	20X41A0520	20	P. Jayasree
9	R. Lakshmi	CSE	III-A	20X41A0521	20X41A0539	19	R. Lakshmi
10	P. Beersheba	CSE	III-A	20X41A0540	20X41A0559	19	P. Beersheba
11	D. Sailaja	CSE	III-B	20X41A0560	20X41A0579	20	D. Sailaja
12	T. Lavanya	CSE	III-B	20X41A0580	20X41A0599	20	T. Lavanya
13	T. Vijaya sree	CSE	III-B	20X41A05A0	20X41A05C0	20	T. Vijaya sree
14	B. Purna Chandra Sekhar	CSE	III-B	20X41A05C1	21X45A0512	22	B. Purna Chandra Sekhar
15	Ch. Pavani	CSE	II-A	21X41A0501	21X41A0520	20	Ch. Pavani
16	G. M. Padmaja	CSE	II-A	21X41A0521	21X41A0540	20	G. M. Padmaja
17	D. Nalini Kumari	CSE	II-A	21X41A0541	21X41A0560	20	D. Nalini Kumari
18	K. Jairam	CSE	II-B	21X41A0561	21X41A0580	19	K. Jairam
19	T. Lavanya	CSE	II-B	21X41A0581	21X41A0599	19	T. Lavanya
20	J. Siva Naga Jyothi	CSE	II-B	21X41A05A0	21X41A05B8	19	J. Siva Naga Jyothi
21	D. Bala Rama Krishna	CSE	II-B	21X41A05B9	22X45A0507	18	D. Bala Rama Krishna

*B. Lakshmi*  
 HOD

*P. Lakshmi*  
 PRINCIPAL

Circulated to:  
 CSE Class room  
 I. Notice Board

*Prof. T*  
*Rama*  
*Chaitanya*  
*Beersheba*  
 SRK INSTITUTE OF TECHNOLOGY  
 ENIKEPADU, VIJAYAWADA-521 109  
 J. Siva Naga Jyothi



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK,  
Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of **COMPUTER SCIENCE AND  
ENGINEERING (DS)**



Date 12-01-2023

**CIRCULAR**

It is informed that all the faculty of CSE department are requested to attend the meeting in BLC-4 laboratory on 13-01-2023 for appointing student mentors for the academic year 2022-23 for II-II, III-II & IV-II B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.

**Agenda of the meeting**


- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path , higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

  
HOB

  
PRINCIPAL

- Circular to:
1. Principal Office
  2. Office
  3. CSE Staff
  4. Notice Board



  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.





**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK,  
Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of **COMPUTER SCIENCE AND  
ENGINEERING (DS)**



Date 12-01-2023

### MINUTES OF MEETING

A meeting was convened by the Head, Department of CSE for all faculty members of II-II, III-II & IV-II B.Tech on 13-01-2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

*B. Johnson*  
HOD

*Chellappa*  
PRINCIPAL

Circulated to

1. Principal Office
2. CSE Faculty
3. Notice Board

*Chellappa*  
*Prof. T. J. A.*  
*Chellappa*

*Chellappa*  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK,  
Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of **COMPUTER SCIENCE AND  
ENGINEERING (DS)**



Date 12-01-2023



**CIRCULAR**

With reference to the meeting conducted on 13-01-2023 in BLC-4 lab at 2:00PM.  
The following faculty members are appointed as student mentors for the academic year  
2021-22 for II-II, III-II & IV-II B.Tech students.

  
HOD

  
PRINCIPAL

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.

	<p align="center"><b>SRK INSTITUTE OF TECHNOLOGY</b>          Enikepadu, Vijayawada 521108          Approved by AICTE, Affiliated to JNTUK,          Kakinada          (ISO 9001:2015 Certified Institution)          Department of Computer science          Engineering( DS )</p>	
---	---	---

S.No	Faculty Name	Branch	Year/Sec	From	To	No. of Student	Signature
1	Ms.B.khalikhabai	CSD	III	20X41A4401	20X41A4425	20	<i>Khalika</i>
2	Mr.CH.Ambedkar	CSD	III	20X41A4426	20X41A4450	20	<i>Ambedkar</i>
3	Ms.T.Vijayadurga	CSD	III	20X41A4451	21X41A4410	20	<i>Vijayadurga</i>
4	Mr.B.Purnachandra	CSD	II	21X41A4411	21X41A4435	20	<i>Purnachandra</i>
5	Mr.D.Balaramakrishna	CSD	II	21X41A4436	21X41A4458	20	<i>Balaramakrishna</i>



*B. Balaramakrishna*  
**HOD**

*P. V. Durga*  
**PRINCIPAL**

Circulated to:  
 CSE Class rooms  
 1. Notice Board  
 2. principal office  
 3. CSE faculty

*v.v.durga*  
*& Purnachandra*  
*Khalika*  
*us*

*P. V. Durga*  
**PRINCIPAL**  
 SRK INSTITUTE OF TECHNOLOGY  
 ENIKEPADU, VIJAYAWADA-521 103.

 <p>SRK INSTITUTE OF TECHNOLOGY VIJAYAWADA</p>	<p align="center"><b>SRK INSTITUTE OF TECHNOLOGY</b>  <b>Enikepadu, Vijayawada 521108</b>  <b>Approved by AICTE, Affiliated to JNTUK,</b>  <b>Kakinada</b>  <b>(ISO 9001:2015 Certified Institution)</b>  <b>Department of COMPUTER SCIENCE AND</b>  <b>ENGINEERING (AI&amp;ML)</b></p>	 <p align="center"><b>NAAC</b></p>
---	---	---

Date 12-01-2023

**CIRCULAR**

It is informed that all the faculty of CSE department are requested to attend the meeting in BLC-4 laboratory on 13-01-2023 for appointing student mentors for the academic year 2022-23 for II-II, III-II & IV-II B.Tech students.

Hence all the staff members are advised to attend the meeting without fail.

**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path , higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

*B. Abhinav*  
HOD

*[Signature]*  
PRINCIPAL

- Circular to:
1. Principal Office
  2. Office
  3. CSE Staff
  4. Notice Board

*[Signatures]*

*[Signature]*  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK,  
Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of **COMPUTER SCIENCE AND  
ENGINEERING (AI&ML)**



Date 12-01-2023


### MINUTES OF MEETING

A meeting was convened by the Head, Department of CSE for all faculty members of II-II, III-II & IV-II B.Tech on 13-01-2023.

Resolutions:

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

  
HOD

  
PRINCIPAL

Circulated to

1. Principal Office
2. CSE Faculty
3. Notice Board





PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 104



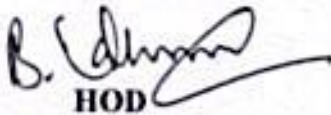
**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK,  
Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of **COMPUTER SCIENCE AND  
ENGINEERING (AI&ML)**



Date 12-01-2023

**CIRCULAR**

With reference to the meeting conducted on 13-01-2023 in BLC-4 lab at 2:00PM.  
The following faculty members are appointed as student mentors for the academic year  
2021-22 for II-II, III-II & IV-II B.Tech students.

  
HOD

  
PRINCIPAL

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK,  
Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Computer science  
Engineering(AI&ML)



S.No	Faculty Name	Branch	Year/Sec	From	To	No. of Student	Signature
1	Dr.S.santhilkumar	CSM	III	20X41A4201	20X41A4225	20	
2	Dr.D.Haritha	CSM	III	20X41A4226	20X41A4250	20	
3	Mr. V.kapil	CSM	III	20X41A4251	21X41A4211	20	
4	Mr. J.venkateswaramma	CSM	II	20X41A4212	21X41A4236	20	
5	Mr.J.B.Srinivas	CSM	II	21X41A4237	20X41A44260	20	

HOD

PRINCIPAL

Circulated to:  
CSE Class rooms  
1. principal office  
2.CSE faculty  
3.Notice Board

Srinivasa

PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 109.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Accredited to NAAC A Grade



07-01-2023

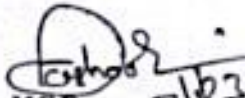
**CIRCULAR**

It is informed that all the faculty of IT department are requested to attend the meeting in DBMS/DM laboratory on 07-01-2023 for appointing student mentors for the academic year 2022-23 for II-II, III-II & IV-II B.Tech students.

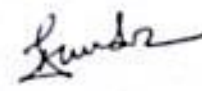

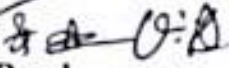
Hence all the staff members are advised to attend the meeting without fail.

**Agenda of the meeting**

- To inform parents about the marks and attendance of their child.
- Improve Mentor – Student intimacy
- To monitor the student attendance
- To monitor the student behavior
- Hearing the Student problems and providing solutions
- Providing awareness on career path, higher studies, Entrepreneurship etc.
- A record of the counseling activity in a register.

  
HOD 7/1/23



  
PRINCIPAL

- Circular to:
1. Principal Office 
  2. Office 
  3. IT Staff 
  4. Notice Board



PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521108.



	<b>SRK INSTITUTE OF TECHNOLOGY</b> Enikepadu, Vijayawada 521108 Approved by AICTE, Affiliated to JNTUK, Kakinada (ISO 9001:2015 Certified Institution) Accredited to NAAC A Grade	
---	---	---

07-01-2023

### MINUTES OF MEETING

A meeting was convened by the Head, Department of IT for all faculty members of II-II, III-II & IV-II B.Tech on 07-01-2023.

Resolutions:

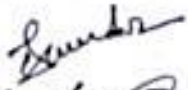
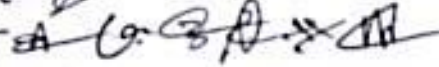
It was decided that the appointed mentors would

1. Maintain and update periodically academic and extra-curricular record of the allotted mentees' performance.
2. Notify periodically parents about their wards' attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self-esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any such issues and give guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

  
HOD

  
PRINCIPAL

Circulated to

1. Principal Office 
2. IT Faculty & 
3. Notice Board

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521108



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Accredited to NAAC A Grade



Date: 07-01-2023

**CIRCULAR**

With reference to the meeting conducted on 07-01-2023 in DBMS/DM laboratory at 2.00PM. The following faculty members are appointed as student mentors for the academic year 2022-23 for II-II, III-II & IV-II B.Tech students.

S.No.	Faculty Name	Year/ Branch	Regd.No		No. of Students	Signature of the Mentor
			From	To		
1	Ms. A. Akhila	II/IT	21X41A1201	21X41A1223	23	
2	Ms.P.Sai Charitha	II/IT	21X41A1224	21X41A1246	23	
3	Mr. SK. Bhasha	II/IT	21X41A1247	22X45A1206	22	
4	Ms. Amritha Mishra	III/IT	20X41A1201	20X41A1223	23	
5	Mr.S.MosheDayan	III/IT	20X41A1224	20X41A1246	23	
6	Mr.M. Suresh Babu	III/IT	20X41A1247	21X41A1208	22	
7	Dr.G.D.K.Kishore	IV/IT	19X41A1201	19X41A1226	26	
8	Ms. G.SriLakshmi	IV/IT	19X41A1227	19X41A1256	26	

HOD

PRINCIPAL.

Circulated to

1. Principal Office

2. IT Faculty

3. Notice Board

Principal,  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-524 109.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date: 15-03-2023.

**CIRCULAR**

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 16-03-2023 for appointing student mentors for the academic year 2022-2023 for I/II, IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

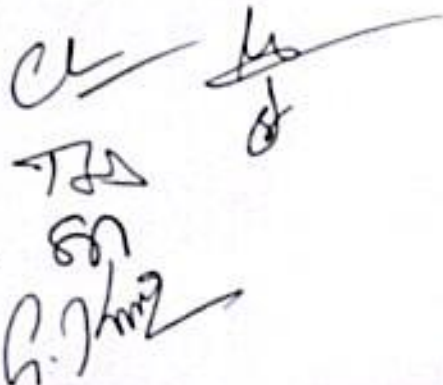
Agenda for the meeting:

1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.

  
PRINCIPAL

Circulated to:

1. Principal office.
2. Office.
3. MBA staff.
4. Notice Board.



  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 103.



Date; 16-03-2023

**MINUTES OF MEETING**

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

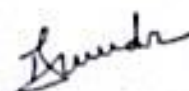
**Resolution:**

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extracurricular record of the allotted mentee's performance.
2. Notify periodically parents about their wards attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any issues and give the guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

  
 PRINCIPAL

Circulated to:

1. Principal office. 
2. MBA staff.
3. Notice Board.







PRINCIPAL  
 SRK INSTITUTE OF TECHNOLOGY  
 ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration





**INTEGRATED MBA  
FOR A. Y 2022-2023 MENTOR-MENTEE LIST -SEM-II**

S.N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Studen ts
				From	To	
1	Mr. B.V.S.S. Subba Rao	IMBA	IV/II	19X41M0001	19X41M0020	20
2	Mr. Sk. Shafiullah	IMBA	IV/II	19X41M0021	19X41M0040	17
3	Mrs. A.Pratyusha	IMBA	IV/II	19X41M0041	19X41M0066	15
4	Mr. P. Naga Srinivasa Rao	IMBA	III/II	20X41M0001	20X41M0020	20
5	Mr. G.Kiran	IMBA	III/II	20X41M0021	20X41M0045	20
6	Mrs.B.Indira	IMBA	III/II	20X41M0047	20X41M0055	8
7	Mr.B.Chinni	IMBA	II/II	21X41M0001	21X41M0021	21
8	Dr.M.Verrabhadra rao	IMBA	I/II	22X41M0001	22X41M0021	21

*B. Chinni*  
HOD

*Chinni*  
PRINCIPAL

*Chinni*  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108

 <p>SRK INSTITUTE OF TECHNOLOGY VIJAYAWADA</p>	<p align="center"><b>SRK INSTITUTE OF TECHNOLOGY</b>  Eikepadu, Vijayawada 521108  Approved by AICTE, Affiliated to JNTUK,  Kakinada  (ISO 9001:2015 Certified Institution)  Department of Business Administration</p>	 <p align="center">NAAC  National Assessment &amp; Accreditation Council</p>
---	--	---

**INTEGRATED MBA I YEAR  
FOR A. Y 2022-2023 MENTOR-MENTEE LIST -SEM-II**

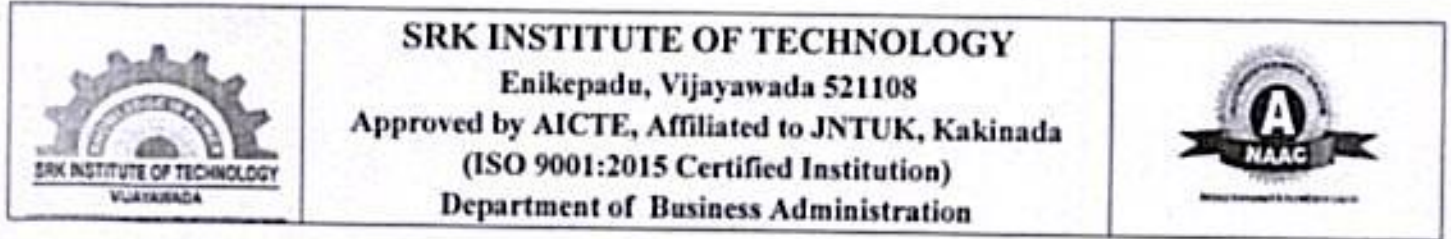
S.N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Studen ts
				From	To	
1	Dr.M.Verrabhadra rao	IMBA	I/II	22X41M0001	22X41M0021	21

*B. K. Rao*  
HOD

*[Signature]*  
PRINCIPAL

*[Signature]*

PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-52



Date: 30-01-2023.

**CIRCULAR**

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 01-02-2023 for appointing student mentors for the academic year 2022-2023 for II/II, IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

Agenda for the meeting:


1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.

  
PRINCIPAL

Circulated to:

1. Principal office.
2. Office.
3. MBA staff.
4. Notice Board.



  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date; 01-02-2023

**MINUTES OF MEETING**

A meeting was conducted by the Head, department of MBA for all the faculty members of II/II, IMBA on 01-02-2023.

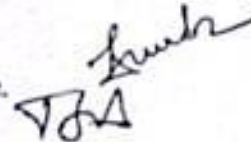
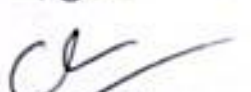
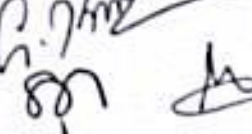
**Resolution:**


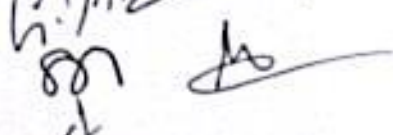
It was decided that the appointed mentors would

1. Maintain and update periodically academic and extracurricular record of the allotted mentee's performance.
2. Notify periodically parents about their wards attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any issues and give the guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

  
PRINCIPAL

Circulated to:

1. Principal office. 
2. MBA staff. 
3. Notice Board. 




PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 103.





**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date; 01-02-2023.

**Circular**

With reference to the meeting conducted on 01-02-2023 in HOD room at 3:00 pm. the following faculty members are appointed as student mentors for the academic year 2022-23 for II/II, IMBA students.

S.N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Studen ts
				From	To	
1	Mr.B.Chinni	IMBA	II/I	21X41M0001	21X41M0021	21

  
PRINCIPAL

  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date: 17-12-2022

**CIRCULAR**

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 19-12-2022 for appointing student mentors for the academic year 2022-2023 for III/II, IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

Agenda for the meeting:

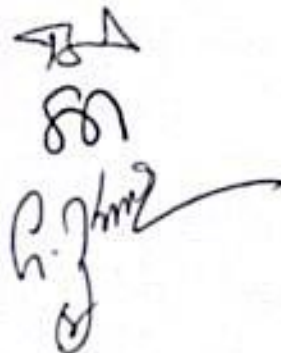
1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.

  
PRINCIPAL

Circulated to:

1. Principal office.
2. Office.
3. MBA staff.
4. Notice Board.



PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date 19-12-2022

**MINUTES OF MEETING**

A meeting was conducted by the Head, department of MBA for all the faculty members of III/II IMBA on 19-12-2022.

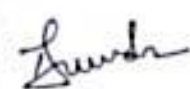
**Resolution:**

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extracurricular record of the allotted mentee's performance.
2. Notify periodically parents about their wards attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any issues and give the guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.

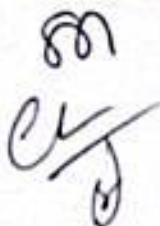
  
PRINCIPAL



Circulated to:

1. Principal office. 

2. MBA staff.

3. Notice Board.





SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 1



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK,  
Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



**INTEGRATED MBA III YEAR  
FOR A Y 2022-2023 MENTOR-MENTEE LIST -SEM-II**

S.N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Studen ts
				From	To	
1	Mr. P. Naga Srinivasa Rao	IMBA	III/II	20X41M0001	20X41M0020	20
2	Mr. G.Kiran	IMBA	III/II	20X41M0021	20X41M0045	20
3	Mrs.B.Indira	IMBA	III/II	20X41M0047	20X41M0055	8

*B. Srinivas Rao*  
HOD

*[Signature]*  
PRINCIPAL

*[Signature]*  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 101



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date: 20-11-2022

**CIRCULAR**

It is informed that all the faculty members MBA department are requested to attend the meeting in HOD room on 21-11-2022 for appointing student mentors for the academic year 2022-2023 for IV/II, IMBA students.

Hence the all the staff members are advised to attend the meeting without fail.

Agenda for the meeting:

1. To inform parents about the marks and attendance of their child.
2. Improve mentor-student intimacy.
3. To monitor the student attendance.
4. To monitor the student behavior.
5. Hearing the student problems and providing solutions.
6. Providing awareness on career path and higher studies.
7. A record of the counseling activity in a register.

  
PRINCIPAL

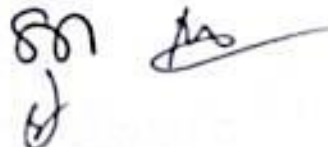
Circulated to:

1. Principal office.
2. Office.
3. MBA staff.
4. Notice Board.











PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 108.



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



Date 21-11-2022

**MINUTES OF MEETING**

A meeting was conducted by the Head, department of MBA for all the faculty members of IV/II IMBA on 21-11-2022.

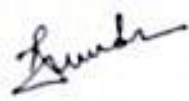
**Resolution:**

It was decided that the appointed mentors would

1. Maintain and update periodically academic and extracurricular record of the allotted mentee's performance.
2. Notify periodically parents about their wards attendance and academic performance.
3. Build mentor-mentee relationship to enhance mentee's self esteem and performance.
4. Advise the mentees on how to choose and plan career goals and how to achieve them.
5. Counsel the mentees related to academics, health and any issues and give the guidance to make them achieve their full potential.
6. Prepare and plan well for the scheduled sessions with their respective mentees.


  
PRINCIPAL

Circulated to:

1. Principal office. 


2. MBA staff.

3. Notice Board.

  
807 of

TSA



  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 10



**SRK INSTITUTE OF TECHNOLOGY**  
Enikepadu, Vijayawada 521108  
Approved by AICTE, Affiliated to JNTUK, Kakinada  
(ISO 9001:2015 Certified Institution)  
Department of Business Administration



**INTEGRATED MBA IV YEAR  
FOR A. Y 2022-2023 MENTOR-MENTEE LIST -SEM-II**

S.N O	Name of the Mentor	Branch	Year & Sec	Regd. no		No. of Studen ts
				From	To	
1	Mr. B.V.S.S. Subba Rao	IMBA	IV/II	19X41M0001	19X41M0020	20
2	Mr. Sk. Shafiullah	IMBA	IV/II	19X41M0021	19X41M0040	17
3	Mrs. A.Pratyusha	IMBA	IV/II	19X41M0041	19X41M0066	15

*B. K. S. Rao*  
HOD

*[Signature]*  
PRINCIPAL

*[Signature]*  
PRINCIPAL  
SRK INSTITUTE OF TECHNOLOGY  
ENIKEPADU, VIJAYAWADA-521 10