

CIRCULAR

This is to inform you all the HODs and department mentor in-charge that you should prepare list of mentors and allotted students with roll numbers for three consequent years i.e. 2016-17, 2017-18, 2018-19 and current academic year (2019-20). The list of mentors must match with the names in the mentor registers in the respective year. As per NBA co-ordinator Mr.N.Srikanth guidelines, the department mentor in-charge has to prepare a report on the list of common problems identified and their solutions or remedies that you have taken for last three academic years. The report must be submitted to NBA 9.1 criteria in-charges on or before 10th August 2019 without fail. The department mentor in-charge is also informed to follow up the mentors to update mentor books completely.

**(Dr.Y.Vamsidhar)
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1. **Secretary** : for kind information
2. **Correspondent** : for information
3. **All HODs – CE/EEE/ME/ECE/CSE/S&H/MBA/DIP/ LIB/PD:** for information
4. **A.O:** for information.

CE	EEE	ME	ECE	CSE	S&H