



# राजकीय इन्जीनियरिंग कालेज

ग्राम : एकबालपुर, पो0 सिकरौरा (देवगांव), आजमगढ, (उ0प्र0) - 276201 भारत

## Rajkiya Engineering College

Vill : Aikbalpur, Post : Sikraura (Deogaon), Azamgarh, (U.P.) - 276201 India  
Formerly Manyawar Kanshiram Engineering College of Information Technology)

AICTE APPROVED GOVERNMENT ENGINEERING COLLEGE

VIDE APPROVAL LETTER NO F.NO. NORTHERN/2017/1-3349902361 DATED: 30-APR-2017

Affiliated to Dr.A.P.J.Abdul Kalam Technical University, Lucknow, U.P., India  
(Formerly Uttar.Pradesh.Technical University Lucknow )



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Date : 16-08-2017

### NOTICE

### DEPARTMENT OF MECHANICAL ENGINEERING

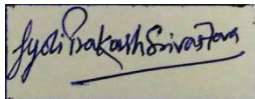
As per discussion held with the honorable Director Sir on Aug 11, 2017, the following faculties are designated as Student Advisor (Mechanical Engg). The objective of this is basically to increase efficiency in work and make our functioning cordial and smooth. Roles and responsibilities of Student Advisor mentioned here in, shall come in to effect from 16/08/2017 and shall remain in force until further notification.

### List of Student Advisors (Mechanical Engg.)

Year	Name of Faculties
4 <sup>th</sup>	Mr Saurabh Kumar Singh
	Mr Ankit Kumar Srivastava
3 <sup>rd</sup>	Mr Dwivesh Kumar Dubey
	Mr Meeraj Ahmad
2 <sup>nd</sup>	Mr Vinod Kumar Gautam
	Mr Amit Bhaskar
1 <sup>st</sup>	Mr Pankaj yadav
	Mr Vivekanand

## **Roles and Responsibilities:**

1. To guide the students about rules of attendance (general), Industrial Visits, sports, science & Technology related activities and medical leave etc.
2. Address students' queries and sort out their problems in the larger interest of students.
3. Meeting the parents of students, especially defaulters.
4. To inform the In-Charge/HOD about making alternate arrangement for lectures when a faculty is not available in institute premises.
5. Collect information regarding weaker students( in terms of academic and personal problems) from the subject teachers and arrange remedial classes, counselling sessions in consultation with the In-Charge/HOD
6. Identify good students and motivate them to excel.
7. Update data regarding students' achievements in academics, sports, extracurricular activities etc.
8. Responsibility and setup of laboratory for particular year they have assigned.
9. Any other duty HOD/In-Charge may assign.



**Dr Jyoti Prakash**  
**In Charge**  
**Mechanical Engg. Department**  
**REC, Azamgarh**

CC

1. Honorable Director Sir for Information
2. Team Academic
3. In-Charge ME Deptt.
4. Notice Board
5. In-charge Website