



I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Name of the Department / Constituent Campus: IKG PTU Main campus Kapurthala

Name of the Program: B.Tech. (EE)

2021-2022 session

**Mentoring objectives and process for mentors**

1. The general objectives of mentoring students is to equip them in performing better in achieving better grade points/percentage scores in their study.
2. The specific objective is to understand the mentee with number of counseling on one-to-one basis and identify the short fall of the mentees, with the consent of mentees.
3. The short falls identified may be in core-curricula, extra-curricular activities, personal shortfall of a mentee, if any, and any other difficulties faced by the mentee during his/her period of study at IKGPTU.
4. From the identified shortfall remedial measures shall be taken in preparing the mentees to score better grade points/percentages of their study. Remedial measures taken shall be detailed in the table below:

**Details of Remedial Measures Suggested / Taken**

URN	Name of Student	Short fall	Remedial measures/Suggestions	Remarks
1916564	Raushan Kumar	Eager to learn many things at the same time	Counselled to have better time management	--
1916549	Ayush Gupta	Aggression	He was told to have some meditation sittings to avoid aggression	--
1916543	Aishwary Raj	Being so sensitive	Counselled to be practical	--
2124544	Nikhil Sharma	Taking too much burden in team	Need to learn better team management	--
2022660	Sukhbir Singh	Short Tempered	He was told to have some meditation sittings to overcome this problem	--
2124546	Ranjan Sinha			
2022660	Sukhbir Singh	Fell overconfident	Told to be more realistic in terms of goals	--

Name of Mentor: Dr. Akhil Gupta AP-EE

Signature of Mentor

Head  
Department of Electrical Engineering  
I.K. Gujral Punjab Technical University  
Kapurthala-144006



I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

Name of the Department / Constituent Campus: IKG PTU Main campus Kapurthala

Name of the Program: B.Tech. (EE)  
2021-2022 session

**Mentoring objectives and process for mentors**

1. The general objectives of mentoring students is to equipment them in performing better in achieving better grade points/percentage scores in their study.
2. The specific objective is to understand the mentee with number of counseling on one-to- one basis and identify the short fall of the mentees, with the consent of mentees.
3. The short falls identified may be in core-curricula, extra-curricular activities, personal shortfall of a mentee, if any, and any other difficulties faced by the mentee during his/her period of study at IKGPTU.
4. From the identified shortfall remedial measures shall be taken in preparing the mentees to score better grade points/percentages of their study. Remedial measures taken shall be detailed in the table below:

**Details of Remedial Measures Suggested / Taken**

URN	Name of Student	Short fall	Remedial measures/Suggestions	Remarks
2022641	Deepak Gupta	Eager to learn many things at the same time	Counselled to have better time management	--
2022659	Sohan lal	Aggression	He was told to have some meditation sittings to avoid aggression	--
1916537	Abhishek Kumar Gupta	Being so sensitive	Counselled to be practical	--
1916552	Gurbax Singh	Taking too much burden in team	Need to learn better team management	--
1916556	Mehul Raj	Short Tempered	He was told to have some meditation sittings to overcome this problem	--
1916561	Rajneesh Kumari	Fell overconfident	Told to be more realistic in terms of goals	--

Name of Mentor: Dr. Naveen Kumar Sharma AP-EE  
Signature of Mentor

Head  
Department of Electrical Engineering  
I.K. Gujral Punjab Technical University  
Kapurthala-144006

**Department of Electrical Engineering**  
**IKGPTU Main Campus Kapurthala**

<b>Sr. No.:</b>	<b>Name of full time teacher</b>	<b>Designation</b>	<b>Year of Appointment/Joining</b>
1.	Dr Yadwinder Singh Brar	Professor	2016
2.	Dr Gagandeep Kaur	Associate Professor	2013
3.	Dr Deepika Bhalla	Assistant Professor	2017
4.	Dr. Naveen Kumar Sharma	Assistant Professor	2017
5.	Dr. Akhil Gupta	Assistant Professor	2017

  
Head  
Department of Electrical Engineering  
I.K. Gujral Punjab Technical University  
Kapurthala-144006

**Note # 1**

A request letter (Correspondence) have been received in electrical Engineering department through email on dated 29/07/21 by student Ramandeep Singh, roll no. 1818662 , B.Tech (EE).

Student requested that he had not received 2nd installment of (60% ) PMS Amount in account.

It is submitted for further action.

07/07/2021 10:25 AM

RITA RANI  
SA(EE)

**Note # 2**

Forwarded to DR (main campus)

07/07/2021 11:49 AM

DR. GAGANDEEP KAUR  
HOD(EE)

**Note # 3**

forwarded for needful please.

07/07/2021 12:30 PM

ER. SUNIL KUMAR  
DR(MAIN CAMPUS)

**Note # 4**

ਨੋਟ ਨੰਬਰ #1 ਦੇ ਅਨੁਸਾਰ ਵਿਦਿਆਰਥੀ Ramandeep Singh, roll no. 1818662 , B.Tech (EE) ਨੂੰ ਪੋਸਟ ਮੈਟ੍ਰਿਕ ਸਕਾਲਰਸ਼ਿਪ ਦੀ 60% ਦੀ ਦੂਸਰੀ ਕਿਸ਼ਤ ਪਰਾਪਤ ਨਹੀਂ ਹੋਈ।

ਵਿਦਿਆਰਥੀ ਨੂੰ ਸਕਾਲਰਸ਼ਿਪ ਨਾ ਮਿਲਣ ਸਬੰਧੀ ਉਚ ਅਧਿਕਾਰੀਆਂ ਪਾਸ ਜਾਣਕਾਰੀ ਭੇਜਣ ਤੋਂ ਪਹਿਲਾਂ ਸਬੰਧਿਤ ਵਿਦਿਆਰਥੀ ਦੀ ਬੈਂਕ ਸਟੇਟਮੈਂਟ (ਪੋਰਟਲ ਵਿਚ ਦਰਜ ਬੈਂਕ ਅਕਾਊਂਟ) ਨਾਲ ਨੱਥੀ ਕਰਵਾਈ ਜਾਵੇ ਜੀ ਤਾਂ ਜੋ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਕੀਤੀ ਜਾ ਸਕੇ ਜੀ।

ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਫਾਈਲ ਵਾਪਿਸ **Electrical Engineering** ਵਿਭਾਗ ਪਾਸ ਭੇਜੀ ਜਾਣੀ ਯੋਗ ਹੈ।

08/07/2021 09:48 AM

SUKHJINDER SINGH  
CLERK(MAIN CAMPUS)

**Note # 5**

Kindly forwarded the file to **Electrical Engineering** department for further necessary action.

09/07/2021 01:32 PM

HARWINDER SINGH  
SA(MAIN CAMPUS)

**Note # 6**

  
Head  
Department of Electrical Engineering  
I.K. Gujral Punjab Technical University  
Kapurthala-144006

**Note # 1**

Mr. Sahil Sharma, University Roll No 2022654, student of B.Tech Electrical Engineering 3<sup>rd</sup> semester of Department of Electrical Engineering IKGPTU Main Campus, has needed a bonfide certificate from a head of the institute to apply for scholarship on the National Scholarship Portal. The last date to update this bonafide certificate on the National Scholarship Portal is 25/11/2021. The format of the Bonafide Certificate is attached in the draft.

**Enclosure:**

- Mr. Sahil Sharma was issued Bonafide Certificate for National Scholarship Portal from Director Office IKGPTU Main Campus in the last academy year 2020-21, which has been attached in Correspondence.

**23/11/2021 02:21 pm**

**SURJEET SINGH  
CLERK(ELECTRICAL ENGINEERING)**

---

  
Head  
Department of Electrical Engineering  
I.K. Gujral Punjab Technical University  
Kaourthala-144006

**Note # 1**

**Subject: Special Permission for Conduct of Practical Exams.**

During Covid-19 period the following students of Department of Electrical Engineering Main Campus opted for final examination in lot wise July 2021 (as per provision of examination branch in lots) and opted for few subjects of B.Tech Electrical Engineering 5<sup>th</sup> sem. in one lot and for rest subjects of same semester in other lot. During that phase wise lot students could not appear in practical examinations as their roll numbers were not allotted in roll numbers list of Sem. 5 provided by examination (ptudocs portal). As a consequence of that students marked absent in the declared result of Sem. 5. Students again applied reappear examination from for left practical papers and waiting for commencement of dates for practical exams.

Out of these students, couple of students have been placed for jobs through campus placement of university and requesting for early conduct of practical examination. Students have made request to department and same is placed in correspondence.

It is requested to give special permission to department for conduct of practical exams of sem. 5 (only subjects concerned with students) and permission to students to appear in these exams. After conduct of exams the awards shall be submitted manually in examination branch to update and for declaration of result.

Students: Suraj Prakash (1916682), Ankur Chauhan (1818651), Harmanpreet Singh (1916677), Abhinav Pathania (1818650), Suraj Paliyal (1818664).

02/12/2021 10:13 AM

RITA RANI  
SA(EE)

**Note # 2**

Reference Note#1, requesting to grant permission.

02/12/2021 02:05 PM

DR. GAGANDEEP KAUR  
HOD(EE)

**Note # 3**

Forwarded

02/12/2021 09:40 PM

DR. SATVIR SINGH  
DEPUTY DEAN(ENGINEERING)

**Note # 4**

Please Discuss.

  
Head  
Department of Electrical Engineering  
I.K. Gujral Punjab Technical University,  
Kaourthala-144006

**Note # 1**

It is for your kind notice that Satyam Kumar Chaoudhary (1801769) and Rahul Kumar (1801767), 7<sup>th</sup> semester students in electrical engineering department have given a request letter to adjust their scholarship of 6<sup>th</sup> semester. These students have been transferred from BHSBIET, Leharagaga to IKGPTU Main Campus and their scholarship are directly transferred to university account from BHSBIET, Leharagaga. Kindly adjust the scholarship of their 6<sup>th</sup> semester on the basis of the request of the students.

16/12/2021 02:16 PM

RITA RANI  
SA(EE)

**Note # 2**

Request for needful please.

19/12/2021 09:48 PM

DR. GAGANDEEP KAUR  
HOD(EE)

**Note # 3**

20/12/2021 10:08 AM

DR. S.S WALIA  
FINANCE OFFICER

**Note # 4**

20/12/2021 10:19 AM

PARVESH KUMAR ASPAL  
DFO(F&A)

**Note # 5**

20/12/2021 12:39 PM

SUKHWINDER SINGH  
SA(F & A)

**Note # 6**

Fee adjusted as per note no.1 & voucher attached.

[Rahul kumar.pdf](#)

[Satyam kumar choudhary.pdf](#)

  
Head  
Department of Electrical Engineering  
I.K. Gujral Punjab Technical University  
Kapurthala-144006

**Note # 1**

Sub: Regarding adjusts their fee 6th sem to 5th sem through Bihar Student Credit Card.

Suuny Kumar (Roll No 1916570), student in electrical engineering department has given a request letter to adjust their fee 6<sup>th</sup> sen to 5<sup>th</sup> sem. The student fee transferred to the account of the university through Bihar Student Credit Card, who's UTR No. is 110261603040. As per the request of the student, its 6<sup>th</sup> semester fee will be adjusted in the 5<sup>th</sup> semester.

Student Request fee voucher & UTR No.pdf

03/01/2022 02:51 pm

**SURJEET SINGH  
CLERK(ELECTRICAL ENGINEERING)**

---

  
Head  
Department of Electrical Engineering  
I.K. Gujral Punjab Technical University,  
Kapurthala-144006



**Note # 1**

Sub: Regarding adjusting the fees received in university by Ravi Raj through Bihar Student Credit Card.


Ravi Raj (Roll No 1916565), student in electrical engineering department has given a request letter to adjust their fee. The student fee transferred to the account of the university through Bihar Student Credit Card, whose UTR no. is 110215868885. Kindly adjust the fee as per the request of the student.

Student Request & UTR No.pdf

03/01/2022 03:10 pm

**SURJEET SINGH  
CLERK(ELECTRICAL ENGINEERING)**

---

  
Head  
Department of Electrical Engineering  
I.K. Gujral Punjab Technical University  
Kaourthala-144006

**I.K. Gujral Punjab Technical University, Kapurthala**  
**Department of Electrical Engineering (Main Campus)**

Ref.No. IKGPT/Cir/27,

Dated: 30/06/21

**Department Circular**

**Subject: Assignment of Additional Administrative and Academic Duties**

The following additional administrative and academic duties are distributed and assigned to faculties of department (except academic teaching load) w.e.f July 01, 2021.

Name of Faculty/Staff	Designation	Current Assignment (EE department)	New Assignment (EE department)	Assignment by Competent Authority (Main Campus/ University)
Dr. Yadwinder Singh Brar	Professor	-	-	Dean (P&EP)(IKGPTU/REG/00/637, dated 07-06-2021)
Dr. Gagandeep Kaur	Associate Professor	Head of Department	Continue as Head of Department  Administrative Coordinator  Faculty Advisor(Ph.D)  Faculty Advisor(M. Tech 2021 batch)  Incharge Department Library	BOS EE Chairman (IKGPTU/Reg/NF/132, dated 26-05-2021)  RAC Chairman / Coordinator Discipline and Hostel affair committee member (IKGPTU/AR/MC/2021/277 dated 08/06/2021)  Anti-ragging committee member (IKGPTU/AR/MC/2021/277 dated 08/06/2021)  SC/ST Cell (for students) chairman (IKGPTU/AR/MC/2021/277 dated 08/06/2021)  Examination committee member (IKGPTU/AR/MC/2021/277 dated 08/06/2021)  Women Grievance Cell Chairman (IKGPTU/AR/MC/2021/277 dated 08/06/2021)  Anti-ragging squad member (IKGPTU/AR/MC/2021/277 dated 08/06/2021)

*Gagandeep*

Head  
 Department of Electrical Engineering  
 I.K. Gujral Punjab Technical University  
 Kapurthala-144006

Dr. Deepika Bhalla	Assistant Professor	Academic Coordinator Coordinator NAAC/ NIRF Time table Incharge (EE department) Training & Placement Officer-EE Coordinator E-Cell Coordinator Alumni Relations-EE	Continue as Coordinator E-Cell	Member Time table committee (central level)(IKGPTU/AR/MC/2021/277 dated 08/06/2021) Anti-ragging squad - EE(IKGPTU/AR/MC/2021/277 dated 08/06/2021) BOS-EE Coordinator(IKGPTU/Reg/NF/132, dated 26-05-2021)
Dr. Naveen Kumar Sharma	Assistant Professor	Research Coordinator  PG Coordinator Admission Coordinator (PG)	Academic Coordinator Coordinator NAAC/ NIRF Time table Incharge (EE department) Continue as Research Coordinator Continue as PG Coordinator Continue as PG Admission Coordinator Faculty Advisor (Batch 2020 & Batch 2018)	Department Coordinator for AICTE Doctoral Fellowship (IKGPTU/DIR/MC-Office/44, Dated 21/01/2021)
Dr. Akhil Gupta	Assistant Professor	Admission Coordinator (UG)	Coordinator Consultancy & Projects Training & Placement Officer-EE Coordinator Alumni Relations-EE Auditor	Charge of HOD (EE) IKGPTU Batala Campus (IKGPTU/DR/HRM/1047, dated 25/6/2021)

*Geegandeep*  
30/6/2021

			Laboratory-EE Coordinator Student Scholarship Schemes-EE  Coordinator IQAC  Incharge website page -EE & Publicity  Faculty Advisor (Batch 2019 & Batch 2021)	
--	--	--	---	--

If any additional duty assignment is not covered, then concerned faculty shall continue with the same charge/duty. The process of handed over/ taken over of charge with all records shall be completed within 03 working days (wherever required) with submission of copy to department office.

*Agarwal*  
 30/6/2021  
 Head

Cc:

- Director (MC)
- All concerned
- Office file
- Circular file for information

Head  
 Department of Electrical Engineering  
 I.K. Gujral Punjab Technical University  
 Kapurthala-144006