



# I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

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

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

2022-2023 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
2124429	Vivek Kumar yadav	Eager to learn many things at the same time	Counselled to have better time management	--
2124422	Nitesh Kumar	Eager to learn many things at the same time	Counselled to have better time management	--
2022786	Kishan Kumar mehta	Aggression	He was told to have some meditation sittings to avoid aggression	--
2224627	Archit Guleria	Being so sensitive	Counselled to be practical	--
2224633	Neeraj Kumar	Taking too much burden in team	Need to learn better team management	--
1916545	Anurag Chaudhary	Short Tempered	He was told to have some meditation sittings to overcome this problem	--
2022787	Purujit Chaturvedi	Fell overconfident	Told to be more realistic in terms of goals	--

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

*[Signature]*  
Head  
Department of Electrical Engineering  
I.K. Gujral Punjab Technical University  
Kapurthala-144006

*[Signature]*

*[Signature]*



# I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

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

Name of the Program: B.Tech. (EE)  
2022-2023 session

## Mentoring objectives and process for mentors

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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
2124419	Lalit Koundal	Eager to learn many things at the same time	Counselled to have better time management	--
2124425	Roshan Kumar	Aggression	He was told to have some meditation sittings to avoid aggression	--
2022634	Amanpreet Singh Sidhu	Being so sensitive	Counselled to be practical	--
1916543	Aishwary Raj	Taking too much burden in team	Need to learn better team management	--
2022639	Chandan Singh	Short Tempered	He was told to have some meditation sittings to overcome this problem	--
1916551	Diwakar Kumar	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

IKU Pro/EE/Cir/197,  
17/2/23,

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

Circular


**Proposed Activities for Mentoring and Professional Development**  
**Session January-May 2023**

The following activities are proposed to be held on Wednesdays from 3:00pm to 5:00pm for students of EE Department. The schedule is subject to change due to availability of Faculty/expert/scheduled MST/other central activities.

Sr. No.	Date	Activity	Faculty Incharge
1.	22 <sup>nd</sup> Feb, 2023	Motivational talk on "Innovation"	Dr Deepika Bhalla
2.	01 <sup>st</sup> March, 2023	Expert Talk (from expert from Industry)	Outside Expert
3.	15 <sup>th</sup> March, 2023	Expert talk on "Soft Skills"	Outside Expert
4.	22 <sup>nd</sup> March, 2023	Mock test for Gate (Courses studied in 3 <sup>rd</sup> Sem)	Dr Deepika Bhalla
5.	29 <sup>th</sup> March, 2023	Expert Talk on Renewable Energy	Dr Akhil Gupta
6.	05 <sup>th</sup> April, 2023	Mock test for Gate (Courses studied in 5 <sup>th</sup> Sem)	Dr Akhil Gupta
7.	12 <sup>th</sup> April, 2023	Expert Talk on Smart Grid	Dr Naveen Kumar Sharma
8.	19 <sup>th</sup> April, 2023	Expert Talk on Electrical Vehicles	Dr Deepika Bhalla
9.	26 <sup>th</sup> April, 2023	Expert Talk (from expert from Industry)	Outside Expert
10.	03 <sup>rd</sup> May 2023	Mock test for Gate (Courses studied in 6 <sup>th</sup> Sem)	Dr Akhil Gupta
11.	10 <sup>th</sup> May 2023	Mock test for Gate (Courses studied in 4 <sup>th</sup> Sem)	Dr Naveen Kumar Sharma

The overall coordinator is Dr Deepika Bhalla, AP-EE.

  
HoD(EE)

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

CC:

Dean Academics for kind information

All concerned

Department Circular file

**Note # 1**

**Sub: Regarding adjusting the fees received in university by Sanny Kumar (Uni. Roll No. 1916570) through Bihar Student Credit Card.**

Sanny Kumar (Uni. Roll No. 1916570), student in Electrical Engineering Department has given a request letter to adjust their fee. The student fee transferred to the account of the university (Uni. Acc. No. 50100038234222, IFSC HDFC0003402) through Bihar Student Credit Card, whose UTR no. is 206080672314, dated 08-06-22. Kindly adjust the fee as per the request of the student. Student request and UTR number is attached below.

Sanny Kumar 1916570 students request and UTR No.pdf

22/09/2022 12:29 PM

**SURJEET SINGH  
CLERK(ELECTRICAL ENGINEERING)**

**Note # 2**

File is submitted for adjustment of fee as per note 1

22/09/2022 01:53 PM

**DR. Y. S. BRAR  
HOD(EE)**

**Note # 3**

Please do the needful as per norms.

22/09/2022 02:09 PM

**DR. VIKAS CHAWLA  
DEAN(ACADEMICS)**

**Note # 4**

22/09/2022 03:46 PM

**RAJINDER KUMAR DOGRA  
DR(ACADEMICS)**

**Note # 5**

It is informed that a student Sanny Kumar, B.Tech. (Electrical Engineering), Batch 2019, Roll no. 1916570 had applied for education loan under Bihar Student Credit Card Scheme in February 2020. Copy of application form submitted for verification to the concerned authority is attached at C/P no. 1-2

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

Under the scheme, Govt. of Bihar provide financial assistance

**Note # 1**

**Sub: Regarding adjusting the fees received in university by Sanjay Kumar (Uni. Roll No. 1916569) through Bihar Student Credit Card.**

Sanjay Kumar (Uni. Roll No. 1916569), student in Electrical Engineering Department has given a request letter to adjust their fee. The student fee transferred to the account of the university (Uni. Acc. No. 50100038234222, IFSC HDFC0003402) through Bihar Student Credit Card, whose UTR no. is 209150320983, dated 15-09-22. Kindly adjust the fee as per the request of the student. Student request and UTR number is attached below.

Sanjay Kumar 1916569 students request and UTR No.pdf

22/09/2022 12:31 PM

**SURJEET SINGH  
CLERK(ELECTRICAL ENGINEERING)**

**Note # 2**

File is submitted for adjustment of as per note 1

22/09/2022 01:54 PM

**DR. Y. S. BRAR  
HOD(EE)**

**Note # 3**

Please do the needful as per norms.

22/09/2022 02:09 PM

**DR. VIKAS CHAWLA  
DEAN(ACADEMICS)**

**Note # 4**

22/09/2022 03:45 PM

**RAJINDER KUMAR DOGRA  
DR(ACADEMICS)**

**Note # 5**

It is informed that a student Sanjay Kumar, B.Tech. (Electrical Engineering), Batch 2019, Roll no. 1916569 had applied for education loan under Bihar Student Credit Card Scheme in October 2019. Copy of application form submitted for verification to the concerned authority is attached at C/P no. 1-2.

Under the scheme, Govt. of Bihar provide financial assistance as education loan for the course to students of Bihar State for higher education. Amount of loan (Academics Fee, Hostel, Mess fee) has been transferred to the

Head  
Department of Electrical Engineering  
Punjab Technical University  
Kapurthala-144006

*Cup*

*RB*

**Note # 1**

**Sub: Regarding adjusting the fees received in university by Md. Arif Hussain (Uni. Roll No. 2022650) through Bihar Student Credit Card.**

Md. Arif Hussain (Uni. Roll No. 2022650), student in Electrical Engineering Department has given a request letter to adjust their fee. The student fee transferred to the account of the university (Uni. Acc. No. 50100038234222, IFSC HDFC0003402) through Bihar Student Credit Card, whose UTR no. is 205318592467, dated 31-05-2022. Kindly adjust the fee as per the request of the student.

Student request and UTR number is attached below.

Md Arif Hussain 2022650 students request and UTR No.pdf

29/09/2022 12:18 PM

**SURJEET SINGH  
CLERK(ELECTRICAL ENGINEERING)**

**Note # 2**

File is forwarded for adjustment of student fee as per his request

29/09/2022 04:48 PM

**DR. Y. S. BRAR  
HOD(EE)**

**Note # 3**

29/09/2022 05:02 PM

**DR. S.S WALIA  
FINANCE OFFICER**

**Note # 4**

30/09/2022 09:34 AM

**DEVINDER KUMAR  
DR(F&A)**

**Note # 5**

30/09/2022 12:56 PM

**SUKHWINDER SINGH  
SA(F & A)**

**Note # 6**

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

**Note # 1**

A joint request letter attached pg. no. (Correspondence ) received from students of B.Tech(EE), 7<sup>th</sup> semester that their result of 6<sup>th</sup> semester has been declared but there is an absent marked in internal examination of Subject Disaster Management (BTCE-405-18).

With the reference no. IKGPTU/EE/275 dated 21/07/22 (attached) the awards for the said subject had been sent to Examination Branch in had form and also internal marks of above subject had been sent in Excel format through Email on dated 16/08/22(attached) by Dr. Akhil Gupta Assistant Professor. Hard copy of awards send earlier is here by attached again and soft copy excel format had been forwarded by email <akhilgupta1977@gmail.com) to email <coeptu@gmail.com>on dated 16/08/22.

It is submitted for further necessary action please.

Email & award in excel format.pdf  
Hard copy of award.pdf

07/10/2022 10:19 AM

RITA RANI  
SA(EE)

**Note # 2**

As per note 1. It is submitted that marks of mentioned subject have already submitted in Examination Branch of University. However in declared results students have been marked absent. Please update the result of 6th semester Electrical according to submitted marks

10/10/2022 09:45 AM

DR. Y. S. BRAR  
HOD(EE)

**Note # 3**

Please do the needful as per norms.

10/10/2022 10:25 AM

DR. VIKAS CHAWLA  
DEAN(ACADEMICS)

**Note # 4**

For necessary action please.

10/10/2022 10:35 AM

DR.PARAMJIT SINGH  
COE

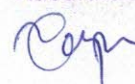
**Note # 5**

For N/A please.

11/10/2022 02:21 PM

HARDEEP SINGH

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



**Note # 1**

**Sub: Regarding adjusting the fees received in the university account by Mr. Ankit Kumar (Uni. Roll No. 2124537) through State Bank of India.**

Mr. Ankit Kumar (Uni. Roll No. 2124537), student in Electrical Engineering Department has given a request letter to adjust their fee. The student fee transferred to the account of the university (Uni. Acc. No. 50100038234222, IFSC HDFC0003402) through State Bank of India, whose UTR no. is SBIN522287509221, dated 14-Oct-2022. Kindly adjust the fee as per the request of the student.

Student request and UTR number is attached below.

Ankit Kumar 2124537 students request and UTR No.pdf

09/11/2022 01:02 PM

**SURJEET SINGH  
CLERK(ELECTRICAL ENGINEERING)**



**Note # 2**

As per note#1, File may be forwarded to Account Branch.

10/11/2022 10:33 AM

**RITA RANI  
SA(EE)**

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





**Note # 1**

Sub: Reschedule of final 7<sup>th</sup> semester Examination (Nov-22)  
due Republic Day  
Camp(RDC) 2023.

A request letter attached pg.no 1 (correspondence) received from student Kishan Kumar Mehta, roll no. 2022786, Batch 2020 .B.Tech(Leet) . He has been selected in Republic day Camp (RDC) 2023 at Delhi by National Cadets Corps(NCC). He has requested that reschedule his final semester Examination Nov. 2022 due to that he will be not able to present in the final semester exam. Email Selection of CDTs for RDCIGC (DCATC) dated Nov.21,2022 and UGC guidelines for conduct of special examination in such cases and hereby attached in this note.

[Email Nov,21,2022.pdf](#)  
[UGC Guidelines.pdf](#)

24/11/2022 11:10 AM

**RITA RANI**  
**SA(EE)**

**Note # 2**

As per UGC guidelines attached in note 1 the special examination may be conducted for the said student or date sheet of 7th semester may be made in such a way that student may not suffer

24/11/2022 03:57 PM

**DR. Y. S. BRAR**  
**HOD(EE)**

**Note # 3**

Please do the needful as per norms.

25/11/2022 09:43 AM

**DR. VIKAS CHAWLA**  
**DEAN(ACADEMICS)**

**Note # 4**

For necessary action please.

25/11/2022 10:33 AM

**DR.PARAMJIT SINGH**  
**COE**

**Note # 5**

For necessary action.

25/11/2022 03:12 PM

**DR. SANDEEP MEHMI**

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

**Note # 1**

**Subject: Regarding adjusting the fees received in university account by Sanny Kumar (Uni. Roll No. 1916570) through Bihar Student Credit Card.**

Sanny Kumar (Uni. Roll No. 1916570), student in Electrical Engineering Department has given a request letter to adjust their fee. The student fee transferred to the account (Rs. 38000/-) of the university (Uni. Acc. No. 50100038234222, IFSC HDFC0003402) through Bihar Student Credit Card, whose UTR No is 3.01E+11 on dated 13-JAN-23 Kindly adjust the fee as per the request of the student. Student request and UTR number is attached below.

Sanny Kumar 1916570 students request and UTR No (Feb-2023).pdf

16/02/2023 10:29 AM

**SURJEET SINGH  
CLERK(ELECTRICAL ENGINEERING)**

**Note # 2**

16/02/2023 12:50 PM

**RITA RANI  
SA(EE)**

**Note # 3**

17/02/2023 10:59 AM

**DR. Y. S. BRAR  
HOD(EE)**

**Note # 4**

17/02/2023 11:08 PM

**DR. S.S WALIA  
FINANCE OFFICER**

**Note # 5**

20/02/2023 10:41 AM

**KISHORE LUTHRA  
DR(F&A)**

**Note # 6**

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

**Note # 1**

**Subject: Regarding adjusting the fees received in university account by Rahul Kumar (Uni. Roll No. 1916560) through Bihar Student Credit Card.**

Rahul Kumar (Uni. Roll No. 1916560), student in Electrical Engineering Department has given a request letter to adjust their fee. The student fee (Rs. 38,500/-) transferred to the account of the university (Uni. Acc. No. 50100038234222, IFSC HDFC0003402) through Bihar Student Credit Card, whose UTR No is 3.01E+11 on dated 13-JAN-23 Kindly adjust the fee as per the request of the student.

Student request letter and UTR number is attached below:

UTR No Rahul Kumar (1916560).pdf  
Student Request Letter.pdf

20/02/2023 03:36 PM

**SURJEET SINGH**  
**CLERK(ELECTRICAL ENGINEERING)**

**Note # 2**

20/02/2023 04:03 PM

**RITA RANI**  
**SA(EE)**

**Note # 3**

Please do the needful as per note 1

21/02/2023 04:01 PM

**DR. Y. S. BRAR**  
**HOD(EE)**

**Note # 4**

Please do the needful as per norms.

22/02/2023 05:31 PM

**DR. VIKAS CHAWLA**  
**DEAN(ACADEMICS)**

**Note # 5**

24/02/2023 04:47 PM

**RAJINDER KUMAR DOGRA**  
**DR(ACADEMICS)**

**Note # 6**

In the light of note#01, file is received from the EE department to adjust student's fee which is received through Bihar Credit Card scheme and further

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

**Note # 1**

**Subject: Regarding adjusting the fees received in university account by Rahul Kumar (Uni. Roll No. 1916560) through Bihar Student Credit Card.**

Rahul Kumar (Uni. Roll No. 1916560), student in Electrical Engineering Department has given a request letter to adjust their fee. The student fee (Rs. 38,500/-) transferred to the account of the university (Uni. Acc. No. 50100038234222, IFSC HDFC0003402) through Bihar Student Credit Card, whose UTR No is 3.01E+11 on dated 13-JAN-23 Kindly adjust the fee as per the request of the student.

Student request letter and UTR number is attached below:

UTR No Rahul Kumar (1916560).pdf  
Student Request Letter.pdf

20/02/2023 03:36 PM

**SURJEET SINGH**  
**CLERK(ELECTRICAL ENGINEERING)**

**Note # 2**

20/02/2023 04:03 PM

**RITA RANI**  
**SA(EE)**

**Note # 3**

Please do the needful as per note 1

21/02/2023 04:01 PM

**DR. Y. S. BRAR**  
**HOD(EE)**

**Note # 4**

Please do the needful as per norms.

22/02/2023 05:31 PM

**DR. VIKAS CHAWLA**  
**DEAN(ACADEMICS)**

**Note # 5**

24/02/2023 04:47 PM

**RAJINDER KUMAR DOGRA**  
**DR(ACADEMICS)**

**Note # 6**

In the light of note#01, file is received from the EE department to adjust student's fee which is received through Bihar Credit Card scheme and further

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

**Note # 1**

**Sub: Regarding adjusting the fees received in the university account by Mr. Ankit Kumar (Uni. Roll No. 2124537) through State Bank of India.**

Mr. Ankit Kumar (Uni. Roll No. 2124537), student in Electrical Engineering Department has given a request letter to adjust their fee. The student fee (Rs. 37000/-) transferred to the account of the university (Uni. Acc. No. 50100038234222, IFSC HDFC0003402) through State Bank of India, whose **UTR No. is SBIN223093868018, dated 03-04-2023**. Kindly adjust the fee as per the request of the student.

Student request and UTR number is attached below.

Ankit Kumar 2124537 students request and UTR No (6th sem).pdf

10/04/2023 02:50 PM

**SURJEET SINGH  
CLERK(ELECTRICAL ENGINEERING)**

**Note # 2**

As per note#1, file may be forward to Account department.

20/04/2023 12:17 PM

**RITA RANI  
SA(EE)**

**Note # 3**

20/04/2023 02:44 PM

**DR. Y. S. BRAR  
HOD(EE)**

**Note # 4**

20/04/2023 04:00 PM

**DR. S.S WALIA  
FINANCE OFFICER**

**Note # 5**

20/04/2023 04:03 PM

**KISHORE LUTHRA  
DR(F&A)**

**Note # 6**

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

**Note # 1**

**Sub: Regarding adjusting the fees received in the university account by Mr. Chander Mohan Shah (Uni. Roll No. 2124539) through State Bank of India.**

Mr. Chander Mohan Shah (Uni. Roll No. 2124539), student in Electrical Engineering Department has given a request letter to adjust their fee. The student fee (Rs. 37000/-) transferred to the account of the university (Uni. Acc. No. 50100038234222, IFSC HDFC0003402) through State Bank of India, whose **UTR No. is SBIN223086790730, Dated 27-03-2023**. Kindly adjust the fee as per the request of the student.

Student request and UTR number is attached below.

Chander Mohan Shah 2124539 students request and UTR No.pdf

17/04/2023 12:40 PM

**SURJEET SINGH  
CLERK(ELECTRICAL ENGINEERING)**

**Note # 2**

As per note#1, file may be forward.

17/04/2023 03:12 PM

**RITA RANI  
SA(EE)**

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

**Note # 1**

**Subject: Request for Bonafide Certificate for Mr. Sachin Kumar, Roll No 1901888 to attend the SSB interview on 30-06-2023 at Bhopal.**

Mr. Sachin Kumar (Roll No 1901888), student of B.Tech-EE, 8th semester of Electrical Engineering Department has been need a bonafide certificate for **(Date of Final Exam and Results, Certificate for pre Final/Final Year Students and CGPA Related Undertaking Certificate) to attend the SSB interview on 30-6-2023 at SSB Bhopal.** The student details have been verified and attached below in the pdf file and the soft copy of the certificate has been attached in the draft.

[SSB admit card.pdf](#)  
[student request.pdf](#)  
[verified student details pdf.pdf](#)

13/06/2023 03:18 PM

**SURJEET SINGH**  
**CLERK(ELECTRICAL ENGINEERING)**

**Note # 2**

As per note#1, File may be forward to Dean Academic.

13/06/2023 04:33 PM

**RITA RANI**  
**SA(EE)**

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



