



SurTech


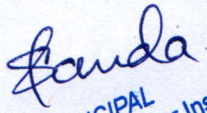


**DR. SUDHIR CHANDRA SUR INSTITUTE OF  
TECHNOLOGY AND SPORTS COMPLEX**



**Mentorship Policy  
(W.E.F 05/07/2021)**

Revised and Approved by BOG  
Dated on 09/09/2021  
Under Agenda No. 12

Ref. No: DSCSITSC/POLI/2021-22/23  Issue No- 3	Compiled & Checked By:  (IQAC Coordinator) Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex 540, Dum Dum Road, Kolkata-700074	Approved By:  (Principal) PRINCIPAL Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex 540, Dum Dum Rd. Kolkata-74
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# Mentorship Policy

In an engineering institute, mentoring is essential to a student's growth and success.

A thorough description of the Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex's mentoring policy is provided below.

1. **POLICY STATEMENT:** This policy intends to create a thorough mentoring system that encourages students' long-term holistic development while considering their varied socioeconomic and geographic backgrounds. Recognizing the need of emotional support, the policy aims to foster an environment that caters to each student's specific needs, assuring their wellbeing along with academic and professional development.

2. **Goals:** The mentoring policy is created to put into practice efficient interventions that improve the performance of underachievers and excel the top pupils. Several goals have been established with this objective in mind to obtain the desired results:

To give students targeted direction and encouragement so they can attain their learning objectives and improve their academic performance.

The mentoring program seeks to boost the confidence of slow learners who need additional support to improve their academic performance. This will enhance their learning results.

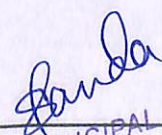
The program also aims to create a welcoming environment for advanced learners by giving them the tools and direction they need to pursue topics outside of the syllabus. The intention is to instill in these children a love of lifelong learning, motivating them to study new things and advance their talents outside of the classroom.

To encourage students' interest and excitement for learning and other institutional activities, so increasing their level of engagement and participation.

To provide students with important understanding about preparation courses, such as bridge courses and skill development programs, which can support their academic path and improve their skills and knowledge base.

To inspire the top-performing students to work harder, contribute more, and achieve exceptionally.

- Mentor-Mentee Ratio: 1: 20

  
PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
540, Dum Dum Rd Kolkata-74



## SOP-STANDARD OPERATING PROCEDURE FOR STUDENT MENTORING

### • **Mentoring Mechanism:**

Every semester of the academic year, a mentoring program will be set up to provide regular and consistent support for students. Every semester, the mentorship program will be run, giving students access to ongoing counseling and support that will help them succeed in the long run.

The Head of the Institute must complete, approve, and notify the mentor allocation process prior to the start of each semester.

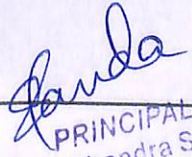
- a: At the beginning of each semester, the mentor must: a: conduct the mentor orientation program.
- b: Determining which students are slow and advanced (in accordance with the institutional SOP).
- c: Mentor-Mentee interactions occur at least twice per week, and more frequently if necessary.

*As stated in this policy, mentors are required to follow the mentoring procedure:*

- a. Arrange and attend a minimum of two weekly sessions with their mentees at a time that works for both parties.
- b. Hold mentoring meetings to give the mentees academic and emotional support.
- c. Consistently track the mentees' progress and keep records of their growth using the Institutional Mentors' Card format.
- d. Motivate slower learners to take part as active members in co-curricular and extracurricular activities.
- e. Assist advanced students in taking the initiative to plan co-curricular and other extracurricular activities.
- f. Refer mentees to specific therapy sessions with a professorial counselor, when necessary, by way of the Head of Department (HOD).

**Parent-Mentor Meeting:** As per the academic calendar, at least one Parent-Mentor Meeting is held each semester. As needed, mentors may also get in touch with worried parents.

**Analysis of the action taken report:** Each mentor should thoroughly compile and periodically update the action taken report. The Departmental Academic Committee (DAC) meeting is where the concerned Mentor shall present their mentees' progress reports.

  
PRINCIPAL  
Dr Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
54C Dum Dum Rd Kolkata-74





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# DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX

---

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal



## Mentorship Form



**Name of Student:** .....

**Stream:** .....

**ID No:** .....

**Year of Admission:** .....

**Contact No:** .....

*Sanda*  
PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
540 Dum Dum Rd. Kolkata-74



# DR SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY & SPORTS COMPLEX

DEPT: \_\_\_\_\_

## INFORMATION OF THE MENTOR


NAME:

EMAIL ID:

CONTACT DETAILS:

## PERSONAL DATA SHEET OF THE STUDENT

NAME:	
FATHER'S NAME:	
FATHER'S CONTACT NO:	
MOTHER'S NAME:	
MOTHER'S CONTACT NO:	
NAME OF THE LOCAL GUARDIAN (IF ANY):	
LOCAL GURDIAN'S CONTACT NO:	
DEPARTMENT:	
REGISTRATION NO:	
ROLL NO:	
SECTION:	
SEMESTER	1 <sup>ST</sup> / 2 <sup>ND</sup> / 3 <sup>RD</sup> / 4 <sup>TH</sup> / 5 <sup>TH</sup> / 6 <sup>TH</sup> / 7 <sup>TH</sup> / 8 <sup>TH</sup> (Put $\surd$ )
YEAR OF ADMISSION:	
PERMANENT ADDRESS:	
CORRESPONDANCE ADDRESS:	
STUDENT'S MOBILE NO:	
EMAIL ID:	
DATE OF BIRTH:	
BLOOD GROUP:	
ADHAR NO:	
PAN NO (IF ANY):	
VOTER ID NO (IF ANY):	
CATEGORY: SC/ST/OBC/PH/ $\surd$ GEN (Put $\surd$ )	
FAMILY INCOME:	

  
 PRINCIPAL  
 Dr. Sudhir Chandra Sur Institute  
 of Technology & Sports Complex  
 540, Dum Dum Rd. Kolkata-74





STATUS OF STUDENTSHIP: FULL/HALF FREE/√GENERAL (Put √)						
ADMISSION RANK: 41890						
WBJEE: 41890			JELET:			
AIEEE:			ANY OTHER: AMPAI			
EDUCATIONAL QUALIFICATION:						
TYPE OF EXAM.	SCHOOL / COLLEGE NAME	% OF MARKS	YEAR OF PASSING	MEDIUM OF INSTRUCTION		
10 <sup>TH</sup> STANDARD						
12 <sup>TH</sup> STANDARD						
GRADUATION						
DIPLOMA						
ANY OTHER						
HOBBIES:		Entrepreneurship, Music, Technology, Cinema, Business Development.				
SCHOLARSHIP (IF ANY):						
DUES CLEARED (PUT √):						
1 <sup>st</sup> Sem	2 <sup>nd</sup> Sem	3 <sup>rd</sup> Sem	4 <sup>th</sup> Sem	5 <sup>th</sup> Sem	6 <sup>th</sup> Sem	7 <sup>th</sup> Sem 8 <sup>th</sup> Sem
ANY DISCIPLINARY ACTION TAKEN:						
PLACEMENT STATUS:						
GATE/CAT/MAT/JEMAT EXAM:						

*Sudha*  
PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
540 Dum Dum Rd. Kolkata-74



## ACADEMIC AND ATTENDANCE RECORDS

SEMESTER I:									
SUBJECTS CODE	ATTENDANCE IN			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

SEMESTER II:									
SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**YGPA:**

*fanda*  
 PRINCIPAL  
 Dr Sudhir Chandra Sur Institute  
 of Technology & Sports Complex  
 540 Dum Dum Rd. Kolkata-74





**SEMESTER III:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**SEMESTER IV:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**YGPA:**

*fanda*  
PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
540, Dum Dum Rd. Kolkata-74



**SEMESTER V:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**SEMESTER VI:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**YGPA:**

*Sanda*  
**PRINCIPAL**  
 Dr. Sudhir Chandra Sur Institute  
 of Technology & Sports Complex  
 54/ Dum Dum Rd Kolkata-74





**SEMESTER VII:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**SEMESTER VIII:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**YGPA:**

**FINAL DGPA:**

*Janda*

PRINCIPAL  
Dr Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
540, Dum Dum Rd. Kolkata-74

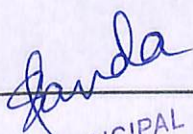






## RECORD NOTES OF STUDENTS ACTIVITIES

Sl	Event	POINTS	MAXIMUM POINTS ALLOWED	POINTS SCORED								TOTAL
				SEMESTER								
				1	2	3	4	5	6	7	8	
1	<b>Moocs (Swayam / Nptel/Spoken Tutorial) (Per Course)</b>	<b>36</b>	<b>40</b>									
	For 12 weeks Duration	20	40									
	For 8 weeks Duration	16										
2	<b>Tech Fest/ Teachers Day/ Fresher's Welcome as Organizer, Participants</b>	<b>8</b>	<b>16</b>									
	Organizer	5	10									
	Participants	3	6									
3	Rural Reporting	5	10									
4	Tree Plantation and up keeping (per tree)	1	10									
5	Participation in Relief Camps	20	40									
6	Participation in Debate / Group Discussion / Tech Quiz /Quiz	10	20									
7	<b>Publication of Wall Magazine in Institutional Level (magazine / article / Internet)</b>	<b>16</b>	<b>32</b>									
	Editor	10	20									
	Writer	6	12									
8	Publication in News Paper / Magazine and Blogs	10	20									
9	<b>Research Publication</b>	<b>15</b>	<b>30</b>									
	Research Publication in National Conference	2.5	5									
	Research Publication in International Conference	5	10									
	Research Publication in National Journal	5	10									
	Research Publication in International Journal	10	20									
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	Innovative Idea Presentation	5	10									
	Innovative Model Presentation	10	20									
	Innovative Project Completion	30	30									

  
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 Dr. Sudhir Chandra Sur Institute  
 of Technology & Sports Complex  
 540, Dum Dum Rd. Kolkata-74





SL NO	EVENTS	POINTS	MAXIMUM POINTS ALLOWED	POINTS SCORED								TOTAL
				SEMESTER								
				1	2	3	4	5	6	7	8	
11	<b>Blood Donation</b>	<b>18</b>	<b>36</b>									
	Blood Donation Camp Participation	8	16									
	Blood Donation Camp Organization	10	20									
12	<b>Participation in Sports / Games</b>	<b>62</b>	<b>124</b>									
	College Level	5	10									
	University Level	10	20									
	District Level	12	24									
	State Level	15	30									
	National Level / International Level	20	20									
13	<b>Cultural Programme (Dance, Drama, Elocution, Music etc.)</b>	<b>10</b>	<b>20</b>									
14	<b>Member of Professional Society</b>	<b>10</b>	<b>10</b>									
	National Organization:	5	10									
	International Organization:	10	10									
15	<b>Member of Student Chapter and related activities</b>	<b>10</b>	<b>20</b>									
	National Organization:	5	20									
	International Organization:	10	20									
16	<b>Relevant Industry Visit &amp; Report</b>	<b>10</b>	<b>20</b>									
17	Photography Activities in different clubs (Photography Club, Cine Club, Gitisansad)	5	10									
18	Participation in Yoga Camp (Certificate to be submitted)	5	10									
19	Self-Entrepreneurship Programme	20	20									
20	Adventure Sports with Certification	10	20									
21	Training to Underprivileged / Physically challenged	15	30									
22	Community Service and Allied Activities	10	20									

**(DOCUMENTARY EVIDENCE SHOULD BE PRESERVED BY THE RESPECTIVE MENTOR & MAINTAINED A STUDENTWISE FOLDER/ FILE SEPARATELY)**

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PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
540, Dum Dum Rd Kolkata-74





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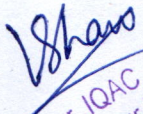

**DR. SUDHIR CHANDRA SUR DEGREE  
ENGINEERING COLLEGE**

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**Mentorship Policy  
(W.E.F 04/07/2018)**

Revised and Approved by BOG  
Dated on 03/07/2018  
Under Agenda No. 18

Ref. No: DSDEC/POLI/2018-19/23	Compiled & Checked By: 	Approved By: 
Issue No- 2	(IQAC Coordinator)	(Principal)

Coordinator, IQAC  
Dr. Sudhir Chandra Sur Degree  
Engineering College  
540, Dum Dum Road, Kolkata - 700074

Principal  
Dr. Sudhir Chandra Sur Degree  
Engineering College  
540, Dum Dum Road, Suremath  
Kolkata - 74





# Mentorship Policy

In an engineering institute, mentoring is essential to a student's growth and success.

A thorough description of the Dr. Sudhir Chandra Sur Degree Engineering College's mentoring policy is provided below.

1. **POLICY STATEMENT:** This policy intends to create a thorough mentoring system that encourages students' long-term holistic development while considering their varied socioeconomic and geographic backgrounds. Recognizing the need of emotional support, the policy aims to foster an environment that caters to each student's specific needs, assuring their wellbeing along with academic and professional development.

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• Mentor-Mentee Ratio: 1: 20

SOP-STANDARD OPERATING PROCEDURE FOR STUDENT MENTORING

Principal  
Dr. Sudhir Chandra Sur Degree  
Engineering College  
540, Dum Dum Road, Suremath  
Kolkata - 74





• **Mentoring Mechanism:**

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**Analysis of the action taken report:** Each mentor should thoroughly compile and periodically update the action taken report. The Departmental Academic Committee (DAC) meeting is where the concerned Mentor shall present their mentees' progress reports.

Principal  
2019  
Dr. Sudhir Chandra Degree  
Engineering College  
540, Dum Dum Road, Surmath  
Kolkata - 74





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# DR. SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE

---

540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal



## Mentorship Form




**Name of Student:** .....

**Stream:** .....

**ID No:** .....

**Year of Admission:** .....

**Contact No:** .....

  
Principal  
Dr. Sudhir Chandra Sur Degree  
Engineering College  
540, Dum Dum Road, Suremath  
Kolkata - 74





# DR SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE

DEPT: \_\_\_\_\_

## INFORMATION OF THE MENTOR

NAME:

EMAIL ID:

CONTACT DETAILS:

## PERSONAL DATA SHEET OF THE STUDENT

NAME:	
FATHER'S NAME:	
FATHER'S CONTACT NO:	
MOTHER'S NAME:	
MOTHER'S CONTACT NO:	
NAME OF THE LOCAL GUARDIAN (IF ANY):	
LOCAL GURDIAN'S CONTACT NO:	
DEPARTMENT:	
REGISTRATION NO:	
ROLL NO:	
SECTION:	
SEMESTER	1 <sup>ST</sup> / $\sqrt{2}$ <sup>ND</sup> / 3 <sup>RD</sup> / 4 <sup>TH</sup> / 5 <sup>TH</sup> / 6 <sup>TH</sup> / 7 <sup>TH</sup> / 8 <sup>TH</sup> (Put $\sqrt{}$ )
YEAR OF ADMISSION:	
PERMANENT ADDRESS:	
CORRESPONDANCE ADDRESS:	
STUDENT'S MOBILE NO:	
EMAIL ID:	
DATE OF BIRTH:	
BLOOD GROUP:	
ADHAR NO:	
PAN NO (IF ANY):	
VOTER ID NO (IF ANY):	
CATEGORY: SC/ST/OBC/PH/ $\sqrt{}$ GEN (Put $\sqrt{}$ )	
FAMILY INCOME:	

Principal of Degree  
Dr. Sudhir Chandra Sur  
Engineering College  
540, Dum Dum Road, Suremath  
Kollata - 74





STATUS OF STUDENTSHIP: FULL/HALF FREE/√GENERAL (Put √)

ADMISSION RANK: 41890

WBJEE: 41890

JELET:

AIEEE:

ANY OTHER: AMPAI

EDUCATIONAL QUALIFICATION:

TYPE OF EXAM.	SCHOOL / COLLEGE NAME	% OF MARKS	YEAR OF PASSING	MEDIUM OF INSTRUCTION
10 <sup>TH</sup> STANDARD				
12 <sup>TH</sup> STANDARD				
GRADUATION				
DIPLOMA				
ANY OTHER				

HOBBIES:

Entrepreneurship, Music, Technology, Cinema, Business Development.

SCHOLARSHIP (IF ANY):


DUES CLEARED (PUT √):

1<sup>st</sup> Sem    2<sup>nd</sup> Sem    3<sup>rd</sup> Sem    4<sup>th</sup> Sem    5<sup>th</sup> Sem    6<sup>th</sup> Sem    7<sup>th</sup> Sem    8<sup>th</sup> Sem

ANY DISCIPLINARY ACTION TAKEN:

PLACEMENT STATUS:

GATE/CAT/MAT/JEMAT EXAM:

  
Principal 5 of 12 gree  
Dr. Sudhir Chandra Sur  
Engineering College  
540, Dum Dum Road, Surermath  
Kolkata - 74





# ACADEMIC AND ATTENDANCE RECORDS

## SEMESTER I:

SUBJECTS CODE	ATTENDANCE IN			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

## SEMESTER II:

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**YGPA:**

Principal  
Dr. Sudhir Chandra Sur Degree  
Engineering College  
540, Dum Dum Road, Suremath  
Kolkata - 74



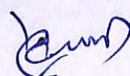
**SEMESTER III:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**SEMESTER IV:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**YGPA:**

  
Principal  
Dr. Sudhir Chandra  
Engineering College  
540, Dum Dum Road, Suremath  
Kolkata - 74




**SEMESTER V:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**SEMESTER VI:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**YGPA:**

  
Principal  
Dr. Subir Chandra Sur Degree  
Engineering College  
540, Dum Dum Road, Suremath  
Kolkata - 74  
8 of 12




**SEMESTER VII:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**SEMESTER VIII:**

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

**YGPA:****FINAL DGPA:**

  
Principal  
Dr. Sudhir Chandra Sur Degree  
Engineering College  
540, Dum Dum Road, Suremath  
Kolkata - 74










Sl	Event	POINTS	MAXIMUM POINTS ALLOWED	POINTS SCORED								TOTAL
				SEMESTER								
				1	2	3	4	5	6	7	8	
1	<b>Moocs (Swayam / Nptel/Spoken Tutorial) (Per Course)</b>	<b>36</b>	<b>40</b>									
	For 12 weeks Duration	20	<b>40</b>									
	For 8 weeks Duration	16										
2	<b>Tech Fest/ Teachers Day/ Fresher's Welcome as Organizer, Participants</b>	<b>8</b>	<b>16</b>									
	Organizer	5	10									
	Participants	3	6									
3	Rural Reporting	5	10									
4	Tree Plantation and up keeping (per tree)	1	10									
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				SEMESTER								
				1	2	3	4	5	6	7	8	


  
 Principal  
 Dr. Sudhir Chandra  
 Engineering College  
 540, Dam Dam Road, Suresmath  
 Kolkata - 74  
 17 of 12





11	<b>Blood Donation</b>	<b>18</b>	<b>36</b>																	
	Blood Donation Camp Participation	8	16																	
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	College Level	5	10																	
	University Level	10	20																	
	District Level	12	24																	
	State Level	15	30																	
	National Level / International Level	20	20																	
13	<b>Cultural Programme (Dance, Drama, Elocution, Music etc.)</b>	<b>10</b>	<b>20</b>																	
14	<b>Member of Professional Society</b>	<b>10</b>	<b>10</b>																	
	National Organization:	5	10																	
	International Organization:	10	10																	
15	<b>Member of Student Chapter and related activities</b>	<b>10</b>	<b>20</b>																	
	National Organization:	5	20																	
	International Organization:	10	20																	
16	<b>Relevant Industry Visit &amp; Report</b>	<b>10</b>	<b>20</b>																	
17	Photography Activities in different clubs (Photography Club, Cine Club, Gitisansad)	5	10																	
18	Participation in Yoga Camp (Certificate to be submitted)	5	10																	
19	Self-Entrepreneurship Programme	20	20																	
20	Adventure Sports with Certification	10	20																	
21	Training to Underprivileged / Physically challenged	15	30																	
22	Community Service and Allied Activities	10	20																	

**(DOCUMENTARY EVIDENCE SHOULD BE PRESERVED BY THE RESPECTIVE MENTOR & MAINTAINED A STUDENTWISE FOLDER/ FILE SEPARATELY)**

  
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