



DEPARTMENT OF REMOTE SENSING
BIRLA INSTITUTE OF TECHNOLOGY
Mesra, Ranchi-835215

Ref : DRS/Assigned Responsibility/2020-21/ **33**

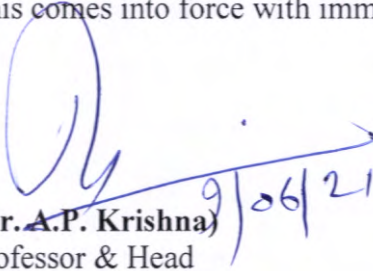
Date : 09th June'2021

OFFICE CIRCULAR
Academic Advisors

With reference to the Institute Notification No. GO/Notification/AA(PC)/21-22/1421, dated 08th June'2021, **Dr. V.S. Rathore**, Assistant Professor is being assigned the additional responsibility as **Academic Advisor** (Programme Coordinator) of **M.Tech (Remote Sensing)** and **Dr. Mili Ghosh Nee Lala**, Assistant Professor is being assigned the additional responsibility as **Academic Advisor** (Programme Coordinator) of **M.Sc. (Geoinformatics)** of our Department. Academic Advisors shall cover the students admitted to their respective courses since admission till they pass out. They also are required to display all the information regarding such programs on the Department Notice Board. The responsibilities of Academic Advisors shall be as follows:-

1. The academic Advisors, in coordination with the Student Advisors, shall advise the students for their registration to the specific Courses, Minors, Specializations, Open Electives, MOOCs, etc., before the beginning of each Semester.
2. Academic Advisors should approve the registration/enrollment of students.
3. Academic Advisors shall monitor the progress of the student and act as his/her mentor.
4. Any application made by the student shall be forwarded to the higher authority by the Academic Advisors with his/her recommendations.
5. All applications made by students on medical grounds shall be considered further, only if recommended by the respective Academic Advisor.
6. Any action taken against students shall be communicated to the respective Academic Advisor.
7. When a student leaves the Institute on completion of the program or without completing the program, the same shall be communicated to the respective Academic Advisor.

This comes into force with immediate effect.


(Dr. A.P. Krishna)
Professor & Head

Copy to:-

1. All Faculty & Staff Members
2. All M.Tech. (Remote Sensing) & M.Sc. (Geoinformatics) Students
3. Dean of Post Graduate Studies
4. Registrar
5. Notice Board

