

Circular dated 13th Nov 2023

Mentor-Mentee allotment for AY 2023-24 is attached with this circular. In this regard all the Faculty members are hereby informed to conduct the meeting of allotted students on weekly basis and report the details to **Mentorship Coordinator Prof.Venkatesh** once in a 15 days.

The roles of the Mentor/Teacher guardians are as follows

- Mentors are informed to call the student to your cabin as a well wisher and Fix the time for meeting with student, preferably in break/off hours.
- Study the problem faced by student for his/her Irregularity, Backlogs or any kind of behavioural problems.
- Recommend the student for Counselling if he/she requires counselling. Contact Mentorship Coordinator/HoD for the same
- Leave taken by student should be recorded in the Mentors Dairy.
- You may need to contact the parents of your ward (if required) to resolve the issues if any.
- **Update the Mentees Progress Report to Parents on completion of every IA Test & SEE.**
- Prepare one Review paper of any area of specialization (your choice) with the 4 students in a AY.
- Provide the proper guidance towards Placement/Project/Internship/Certification programs/GitHub Platforms etc
- Encourage the mentees in Participation of various National Competitions and collect the certificates.

CC to:

Principal Table

Circulation to All Faculty


H.O.D.
NoD CSE
Dept. Of Computer Science & Engineering
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225

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New

Circular dated 25th Nov 2023

AIET is implemented a Mentor-Mentee Scheme: "MARGADARSHI" in continuation with Teacher Guardian Scheme. In this regard all the students are hereby informed to meet the concerned mentor on weekly basis.

Sanction of leave by HoD to the concerned mentees will be depending on the regular meetings attended by mentees with concerned mentor. Mentors need to recommend the all types of leave.

All the students are informed to meet mentors regularly & discuss following

- Increase academic performance
- Personal problems
- Project/Internship guidance
- Certification programs
- Participation in various Competitions
- Leave details

CC to:

Circulation to All Class Rooms

Notice Board

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25/11/23
HOD CSE
Dept. Of Computer Science & Engineering
Alva's Institute of Engg. & Technology
Mijar, MOODBIDRI - 574 225

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Natir Bred
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