

ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(Unit of Alva's Education Foundation (R), Moodbidri)
Affiliated to Viaveavaraya Technological University, Belayavi & Approved by AICTE, New Delhi.
Recognized by Government of Karnataka.

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15 / 09 / 2023

Circular-Mentorship

All student mentors are advised to review the updated mentorship list that is included with the circular and to follow the tasks and responsibilities listed below.

Duties and responsibilities of Student mentors

- Student mentors are responsible for maintaining an up-to-date database of their respective mentees.
- The **counseling report** for each student must be discussed with the HOD or Coordinator every 15 days.
- Any significant or genuine issues related to a student's physical or mental health, or personal matters, should be communicated to the HOD and subsequently to the higher authority.
- If a faculty member resigns during the academic schedule or takes an approved long leave, the mentor must inform the HOD to arrange a temporary replacement for the affected mentees.
- Mentors should establish a parent-mentor relationship to facilitate the sharing of academic and non-academic progress.
- Mentors may interact with parents online or offline to discuss academic performance or non-academic concerns.

HOD

H. O. B.
Dept. Of Electronics & Communicatios
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