



Ref: AIET/ECE/ACA/2023-24/M-01

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## **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.

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