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11 / 09 / 2023

Department of Information Science and Engineering

Mentorship Program Circular

It is informed to all student mentor that, go through the revised mentorship list enclosed with circular and adhere with duties and responsibilities mentioned below.

Duties and responsibilities of Student mentors:

- Student mentor should maintain the database of respective mentees.
- Counselling report of every student has to be discuss with HOD/Coordinator regularly on every 15days.
- Any significant and genuine issues related to physical/mental health, personal issues, should be connived to HOD and then Higher Authority.
- Any faculty member , who resigns in between academic schedule / sanctioned long leave , the concerned mentor has to inform HOD for alternate arrangement of mentor for respective mentees temporarily.
- Mentors has to build parent-mentor relationship with mentees parents for sharing the academic/non academic records.
- Mentor can interact with mentees parents via online/offline for discussing academics / non academic issues



HOD, ISE

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