



ALVAS INSTITUTE OF ENGINEERING AND TECHNOLOGY

Shobhavana Campus, MIjar

DEPARTMENT OF MECHANICAL ENGINEERING

aletmech08@gmail.com

Ref: AIET/ME/STD/04/2023-24/

Date: 16/08/2023

Mentorship Program Circular


It is inform to all student mentor to go through the revised mentorship list enclosed and adhere with duties & responsibilities mentioned below.

Duties & responsibilities of student mentors:

- A student Mentor should maintain the database of respective mentees.
- A student mentor has to counsel the student on regular basis and maintain the record in a given format.(Annexure 1)
- Counselling report of every student has to be discussed with HOD/coordinator regularly on every 15 days.
- Any significant and genuine issues related to physical/mental health, personal issues, should be conveyed 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.
- Mentor's have 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 academics issues.

The mentors of passed out students, inform you to submit the respective mentor files to the HOD, ME before 21/08/2023.


Coordinator


HOD, ME

DEPT. Of Mechanical Engineering
Alva's Institute of Engg. & Technology
MIjar, Tal: SDAHAR, Dist: Dharwad - 424 233



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Mentorship Program Circular

- Here by inform to all students that, mentorship program has been initiated for the academic year 2023-24.
- It is instructed to all mentees to meet the respective mentors twice a week to discuss issues/problem related to academic/non academic and others if necessary.
- Mentees should the fill the proforma (Annexure1) and submit to respective mentors.
- It is advise that, mentor-mentees meeting to held regularly.
- Any issue regarding ragging by students/peers in hostel/college, then report to mentor immediately and then anti-ragging committee for further proceeding.


Coordinator