



AVANTHI INSTITUTE OF ENGINEERING & TECHNOLOGY

Gunthapally(V) Abdullapurmet(M),Hyderabad,pin-501512

Date: 28.01.2021

CIRCULAR Mentor & Mentee System

Directions are issued herewith for the continuation of mentoring system for the academic year 2020-2021. Each faculty should be the mentor of a group of 13 to 15 students to take care of them depending upon the student strength of each programme. Every mentor has to prepare a list of all the students allotted to her with details of Name, Class, Division, Roll Number, Contact Number and E Mail Id. The mentor will be allocated with responsibility to take care of all the mentees so as to provide them career counseling, personal counseling, support them for any kind of problem in their curriculum and make provision of remedial coaching and support.

Responsibilities

The mentor will perform the following functions.

- Meet the group of students at least twice a month.
- Continuously monitor, counsel, guide and motivate the students in all academic matters.
- Advise the students regarding choice of electives, project, summer training etc.
- Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioral activities
- Motivate the students in their career development
- Maintain contact with the students even after their graduation.
- Maintain a detailed progressive record of the student (format attached).
- Maintain a brief record of all discussions with students


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The HOD to be done:

- Meet all mentors of her department at least once a month to review the proper implementation of the system
- Advice mentors wherever necessary.
- Initiate administrative action on a student when necessary
- To contact the parents/guardians of the students in case of their academic irregularities, behavioral changes, etc, through the Head of the Institution.
- Instruct the mentors to conduct the mentor mentee meeting and parents meeting.

The Mentor to be done

- Professional Guidance regarding professional goals, selection of career, higher education.
- Career advancement - regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.
- Recording the attendance and performance
- To collect the feedback from the concerned staff member
- To collect the feed back from the parents and students
- To conduct regular meeting
- To analyze the progress of the students
- To analyses the performance of the internal marks, University examination, University Rank and other activities
- To educate the students regarding attitude and moral values


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Circular pertaining the Details of Appoinment of mentors and allotted mentees (UG & PG)

The Following faculty members are appointed as mentors for the mentoring system for the academic year 2020-2021. The Register numbers of the allotted mentees are also furnished for reference and records.


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