



## VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state — 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

VGSE/PRINT/MENTOR-MENTEE/AY 2021-2022/CIR-17

Date: 17/09/2021

### CIRCULAR

This is to inform that a meeting is scheduled to all the members of Mentor-Mentee committee of the college on 20-09-2021 in Principal Cabin at 3:30pm. All the Committee members requested to be available on time.

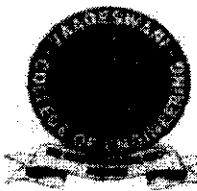
The Agenda of the meeting is to discuss the Allotment of Mentors to the Mentees (Students).

Copy Submitted to: (1)The Secretary Garu. For your kind information Plz.

Copy to:

1. IQAC Coordinator
2. Controller of Examinations
3. All HODS
4. Administrative Officer
5. PD
6. Library
7. Concerned Faculty
8. Students Notice Board

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## MENTOR-MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 21st September 2021 from 1.00 am to 2:00 pm in the Department of Computer Science Engineering, HOD Cabin.

The Convener welcomed all the committee members.

Following are the points discussed.

Mentor-Mentee System procedures, Guide lines to be followed by the Departments and Roles & responsibilities of Mentors.

#### **Mentor-Mentee system procedures**

Departments should follow the following guidelines

1. Student shall be assigned Mentor from first year of the program.
2. Mentor shall have a maximum of 15 mentees.
3. Mentees should be attached to the same mentor for the duration of program if possible.
4. Mentors should meet the mentees regularly and update mentees data sheet.
5. Mentor should keep track the mentees academic performance, attendance and participation in the competition, co-circular and extra circular activities.
6. Mentor should identify the advanced learners based on the academic performance and advice them to organize and participate in various clubs, committees and skill development programs.
7. Mentor should identify the slow learners and advice them to attend remedial and make-up classes.
8. Mentor should identify the mentees whose attendance is below than the minimum requirement. He should discuss with the student and try to find out the problem. if required the mentor will involve the parents and Head of the department for reforming the student.
9. Mentor should give psychosocial support to the mentees.
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## Roles & Responsibilities

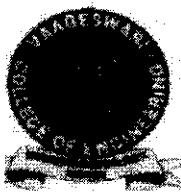
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9. Mentor should identify talents (sports, cultural, coding, innovation, interests) of their students and encourage them to organize and participate in the events.
10. Mentor should support mentees academically and emotionally.
11. Mentor should ensure that their students following instructions given by college or department



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## MENTOR-MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 21st September 2021 from 11.00 am to 12:30 pm in the Department of Business Management, HOD Cabin.

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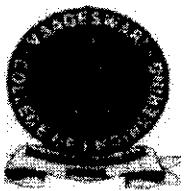
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### MENTOR-MENTEE COMMITTEE

#### MINUTES OF MEETING

The Committee Meeting was held on 22nd September 2021 from 11.00 am to 12:30 pm in the Department of Computer Applications(MCA), HOD Cabin.

The Convener welcomed all the committee members.

Following are the points discussed.

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### **MENTOR-MENTEE COMMITTEE**

#### **MINUTES OF MEETING**

The Committee Meeting was held on 23rd September 2021 from 11.00 am to 12:30 pm in the Department of ECE, HOD Cabin.

The Convener welcomed all the committee members.

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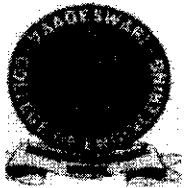
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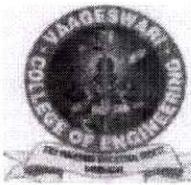
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### MENTOR-MENTEE COMMITTEE

#### MINUTES OF MEETING

The Committee Meeting was held on 22nd September 2021 from 11.00 am to 12:30 pm in the Department of CIVIL, HOD Cabin.

The Convener welcomed all the committee members.

Following are the points discussed.

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## MENTOR-MENTEE COMMITTEE

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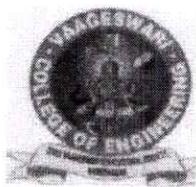
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