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 2022-2023/CIR-21 **Date: 17/09/2022**

CIRCULAR

This is to inform that a meeting is scheduled to all the members of Mentor-Mentee committee of the college on 18-09-2022 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).

Principal

Principal
Vaageswari College of Engineering
KARIMNAGAR-505 527.

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 2022 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.
10. Mentor also should identify the strengths and weakness of the students and motivate them to achieve the goals.

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Roles & Responsibilities

1. Mentor should introduce the concept of Mentor-Mentee system with the assigned mentees.
2. Mentor should update mentees data sheet regularly.
3. Mentors should meet the students at least twice in a month.
4. Mentor should maintain semester-wise Course Registration form of the students.
5. Mentor should create WhatsApp group of his/her allotted students for communication_
6. Mentor should keep track of mentees attendance, academic performance and career development.
7. Mentor should intimate the parents about the student attendance and academic performance regularly.
8. Mentor should check the attendance of mentees, if anybody's attendance is below the requirement then he should find out the problem and take necessary actions to reform and the same should be communicated to the parents and HOD.
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 rnentees 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 22st September 2022 from 11.00 am to 12:30 pm in the Department of Business Management, 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 22nd September 2022 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 2022 from 11.00 am to 12:30 pm in the Department of ECE, 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.

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MENTOR-MENTEE COMMITTEE

MINUTES OF MEETING

The Committee Meeting was held on 22nd September 2022 from 11.00 am to 12:30 pm in the Department of EEE, HOD Cabin.

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MENTOR-MENTEE COMMITTEE

MINUTES OF MEETING

The Committee Meeting was held on 23rd September 2022 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

MINUTES OF MEETING

The Committee Meeting was held on 23rd September 2022 from 11.00 am to 12:30 pm in the Department of Mechanicial, 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 2022 from 11.00 am to 12:30 pm in the Department of CSE(M.Tech), HOD Cabin.

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Following are the points discussed.

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