

**NOTICE****(Guidelines for Counselling and Mentor – Mentee Work : 2022-23)**

1. Regarding the mentoring system, in general, approximately 20 mentee (students) will be allotted to one mentor (faculty), at department level. The mentor – mentee allocation may be as per following :
  - a. B Tech – I Year students will be allocated to the faculty members teaching in B Tech – I Year
  - b. From III semester onwards, concerned department's faculty members will be allocated as mentor
  - c. Allotted students (to any mentor) may belong to any one year of study (say all 20 students of II year are allotted to one faculty) or may vary from II / III / IV year of study (say 5-7 students of II year, 5-7 students of III year and 5-7 students of IV year are allotted to one faculty).
  - d. Dept can adopt suitable policy for allocation of mentor-mentee (if further required).
  - e. Re-allotment will be done if either student is passed-out or faculty left the job / new joining.
2. Any student having any problem (related to academics and personal), should approach to respective mentor for its sharing / solution.
3. Mentor should be treated as Local Guardian of the student.
4. Each mentor must meet his / her mentee at least twice per semester.
5. Each mentor is required to maintain the record of all the allotted mentees in the prescribed format (that can be obtained from respective HOD, hard-copy), separately (one mentee – one format). All the related documents' record-keeping is to be maintained by the respective mentor.
6. Each mentor will have a Whatsapp group of mentees allocated to her / him. In this whatsapp group, respective class-counselor, year-coordinator, academic coordinator and HODs will also be added as member.
7. Data / progress / record-keeping / interaction of mentor – mentee will be monitored on a regular basis at department level through department coordinator concerned and at central level (through central level coordinator concerned).
8. Any student having any problem (related to academics and personal), may approach either to convener or any of the members of counselling cell for its sharing / solution.
9. The format for record-keeping of mentor-mentee is attached herewith. Its hard-copy (duly printed) can be collected from the store. This will be applicable for the students of I year and II year of 2022-23 session.



(Dr. Brijesh Singh)

Director

**Copy for information and necessary action to :**

1. Hon'ble Chairman and Vice Chairman
2. Dean – Academics, Dean – Students Welfare, all other Deans
3. All the HODs, All the faculty members and all the staff members
4. Registrar, ERP, Account Section, Hostel Warden, Transport I/c, Admin Officer, Notice Board