



Mentor Mentee Committee

The Mentor-Mentee Committee aims to offer support and guidance to college students to enhance their academic and professional journeys, ultimately contributing to nation-building. We provide valuable study tips, personal counseling, and insights into career options to help them excel in university exams. Additionally, we assist mentees by supplying detailed information on courses, fees, reviews, the college admission process, and available scholarships.

Aims and Objectives:

- To connect the mentor with the mentee effectively.
- To maintain the academic performance quality of the students.
- To address related issues for the well-rounded development of the students.
- To encourage and motivate students towards higher education and competitive exams.
- To monitor academic participation and evaluate the results.

Duties/Responsibilities of Mentor:


1. Introduce and explore the idea of a mentor-mentee relationship with the assigned mentees.
2. Organize a meeting with all mentees, gather their essential information using the designated form, note any particular needs of the students, and review the complete schedule for upcoming meetings with them.
3. Monitor students' attendance, academic achievements, and behavioral issues by coordinating with the examination department and hostel management.
4. Provide both academic and emotional support to students.
5. Reach out to parents to update them on their child's progress as necessary, and make home visits for mentees at least twice a year.

Duties/Responsibilities of Mentee

1. Participate in meetings consistently.
2. Complete the form with your personal information.
3. Share information regarding attendance, continuous assessment, final exam, and both co-curricular and extra-curricular activities with your mentor.
4. Consult your mentor for guidance whenever necessary.

Composition of the Committee:

Sl. No	Designation	Position
1	Senior Faculty	Co-Ordinator
2	Faculty Member (Male)	Member
3	Faculty Member (Female)	Member
4	Student (Male)	Member
5	Student (Female)	Member


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