CMR COLLEGE OF ENGINEERING & TECHNOLOGY

An Autonomous Institution with NAAC Accreditation (A Grade)
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Kandlakoya (V), Medchal Road, Hyderabad -501401.

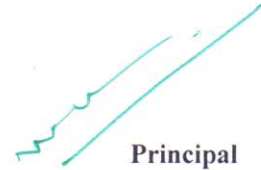**CMRCET/PRIN/MENTOR-MENTEE/AY2018-19/CIR-01**   **Date: 15/05/2018**

CIRCULAR

This is to inform that a meeting is scheduled to all the members of Mentor-Mentee committee of the college on 19.05.2018 in Department of CSE, HOD Cabin at 3.00pm. 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)

Convener   **Principal**

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Hyderabad-501401.

<u>Copy Submitted to:</u> (1) The Secretary Garu – For your kind information Pl.

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MENTOR - MENTEE COMMITTEE
MINUTES OF MEETING

The Committee Meeting was held on 19th May 2018 from 3.00 to 4:00 pm in the Department of CSE, 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

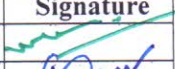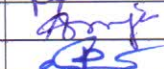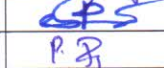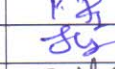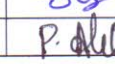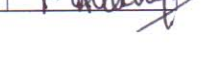Departments should follow the following guidelines

1. Student shall be assigned Mentor (Teaching faculty) from first year of the program
2. Mentor shall have a maximum of 25 mentees
3. Mentees should be attached to the same mentor for the duration of program if possible.
4. Mentor should meet the mentees regularly and update mentees' data sheet
5. Mentor should keep track the mentees' academic performance, attendance and participation in competition, co-circular and extra circular actives.
6. Mentor should identify the advance 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

Roles & Responsibilities

1. Mentor should introduce and discuss the concept of Mentor-Mentee system with the assigned mentees
2. Mentor should update mentees data sheet regularly
3. Mentor 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 mentees academically and emotionally.
11. Mentor should ensure that their students following instructions given by college or department.

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The List of Committee members attended the meeting:

S.No	Name of the member	Designation	Position	Signature
1.	Major Dr. V. A. Narayana	Principal	Chairman	
2.	Dr. K. VijayaKumar	Professor, HOD, CSE	Convener	
3	Mr. A. P. Ravi Chandra	Associate Professor, CIVIL	Member	
4	Mrs. K. Soujanya	Associate Professor, EEE	Member	
5	Mr. P. Sridhar	Associate Professor, MECH	Member	
6	Mr. P. Raveendra Babu	Associate Professor, ECE	Member	
7	Mrs. K. L.S. Soujanya	Associate Professor, CSE	Member	
8	Mrs. P. Alekhya	Associate Professor, MBA	Member	

Convener

Principal

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CMRCET/PRIN/MENTOR-MENTEE/AY2018-19/CIR-02   **Date: 7/7/2018**

CIRCULAR

SUB: MENTORING THE STIUDENTS – REG.

In regard to the Mentor-Mentee System the HODs are hereby directed to take the following measures-

- For every 25 Students there will be one faculty allotted as mentor. The mentors would be allotted to the students in the B.Tech 1 Year.
- The mentor needs to keep a record of each of their 25 students. A file/record book (Mentee book/data sheet) has to be maintained.
- Mentor should meet the mentees regularly and update mentees' data sheet
- Mentor should keep track the mentees' academic performance, attendance and participation in competition, co-circular and extra circular actives.
- Mentor should identify the advance learners based on the academic performance and advice them to organize and participate in various clubs, committees and skill development programs.
- Mentor should identify the slow learners and advice them to attend remedial and make-up classes.
- 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.
- Mentor should give psychosocial support to the mentees.
- Mentor also should identify the strengths and weakness of the students and motive them to achieve the goals

All the HODs are requested to allot the Mentors for each and every student (Mentee) of their respective branch, and forward the list of Mentor-Mentee to the undersigned at the earliest.

Convener   **Principal**

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CMR
EXPLORE TO INVENT

CMRCET/PRIN/MENTOR-MENTEE/AY2018-19/CIR-03   **Date: 18/7/2018**

CIRCULAR

It is to inform all the faculty and students that the following is the Mentor –Mentee list of all the Departments.

All the Mentors allotted are instructed to follow the Roles & Responsibilities as mentioned:

1. Mentor should introduce and discuss the concept of Mentor-Mentee system with the assigned mentees
2. Mentor should update mentees data sheet regularly
3. Mentor 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.
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