



!! Sabka Malik Atma !!

Vishwatmak Jangli Maharaj Ashram Trust's

**Atma Malik Institute of Technology & Research (AMRIT)**

**Department of Computer Engineering**

## **CIRCULAR**

Date: \_\_\_\_\_

**Subject: Allocation of Mentors to Students for Academic Year 2023-24**

**( Even Sem )**

In order to strengthen the mentoring system and provide academic, personal, and professional guidance to students, the institute has implemented the Mentor-Mentee Scheme for the Academic Year 2023-24.

Under this scheme, faculty members are assigned as mentors to a group of students. The mentors shall regularly interact with their assigned mentees and provide guidance related to academics, attendance, career opportunities, higher education, competitive examinations, internships, placements, and other student-related issues.

The responsibilities of mentors include:

1. Monitoring academic progress and attendance of students.
2. Identifying academic and personal difficulties faced by students.
3. Providing counseling and guidance whenever required.
4. Encouraging participation in curricular, co-curricular, and extracurricular activities.
5. Maintaining records of mentor-mentee meetings and student progress.

All faculty members are instructed to conduct mentor meetings periodically and maintain proper documentation of mentoring activities.

The department-wise mentor allocation list is enclosed herewith.

- HODs of all Departments
- Faculty Members
- Office Record

Principal





!! Sabka Malik Atma !!

Vishwatmak Jangli Maharaj Ashram Trust's

**Atma Malik Institute of Technology & Research (AMRIT)**

**Department of Computer Engineering**

**Subject: Allocation of Mentors to Students for Academic Year 2023-24**

**( Odd Sem )**

In order to strengthen the mentoring system and provide academic, personal, and professional guidance to students, the institute has implemented the Mentor-Mentee Scheme for the Academic Year 2023-24.

Under this scheme, faculty members are assigned as mentors to a group of students. The mentors shall regularly interact with their assigned mentees and provide guidance related to academics, attendance, career opportunities, higher education, competitive examinations, internships, placements, and other student-related issues.

The responsibilities of mentors include:

1. Monitoring academic progress and attendance of students.
2. Identifying academic and personal difficulties faced by students.
3. Providing counseling and guidance whenever required.
4. Encouraging participation in curricular, co-curricular, and extracurricular activities.
5. Maintaining records of mentor-mentee meetings and student progress.

All faculty members are instructed to conduct mentor meetings periodically and maintain proper documentation of mentoring activities.

The department-wise mentor allocation list is enclosed herewith.

- HODs of all Departments
- Faculty Members
- Office Record

Principal

