

Mentors meeting

Committee Co-Ordinator: D. Neelima

Functions of the committee:

- The mentor has stated duties to take care of all mentees, including offering them career advice, personal counselling, academic assistance, and on-demand support.
- Mentor should maintain personal details of the students including their address, contact numbers, overall academic performance and progress.
- Ensures that they meet with the mentee regularly (at least twice a month, and not often during the mentee's working hours). It will help the mentor in monitoring the academic growth of the students.
- The mentors will meet with the principal sir, and get the appropriate guidance.
- To speak with the student's parents or guardians if there are any concerns about their academic performance, conduct, etc., through the Department Head or Institute Head.
- As soon as required, start an administrative procedure against a student.
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