



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

VGSE/PRINT/MENTOR-MENTEE/AY2020-2021/CIR-01

Date: 16/09/2020

## CIRCULAR

This is to inform that a meeting is scheduled to all the members of Mentor-Mentee committee of the college on 19-09-2020 in Principal Cabin at 3:30pm. 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).

  
Principal

Principal

Copy Submitted to: (1) The Secretary Garu – For your kind information Plz.

Vaageswari College of Engineering  
KARIMNAGAR-505 527.

Coy to:

1. IQAC Coordinator
2. Controller of Examinations
3. All HODS
4. Administrative Officer
5. PD
6. Library
7. Concerned Faculty
8. Students Notice Board



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

---

## MENTOR-MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 23<sup>rd</sup> September 2020 from 1.00 am to 2:00 pm in the Department of Computer Science Engineering, 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 from first year of the program.
2. Mentor shall have a maximum of 15 mentees.
3. Mentees should be attached to the same mentor for the duration of program if possible.
4. Mentors should meet the mentees regularly and update mentees data sheet.
5. Mentor should keep track the mentees academic performance, attendance and participation in the competition, co-circular and extra circular activities.
6. Mentor should identify the advanced 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.




# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

## Roles & Responsibilities

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

  
HOD

  
Principal  
Principal  
Vaageswari College of Engineering  
KARIMNAGAR-505 527.



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

---

## MENTOR-MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 23<sup>rd</sup> September 2020 from 11.00 am to 12:30 pm in the Department of Business Management, 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 from first year of the program.
2. Mentor shall have a maximum of 15 mentees.
3. Mentees should be attached to the same mentor for the duration of program if possible.
4. Mentors should meet the mentees regularly and update mentees data sheet.
5. Mentor should keep track the mentees academic performance, attendance and participation in the competition, co-circular and extra circular activities.
6. Mentor should identify the advanced 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.

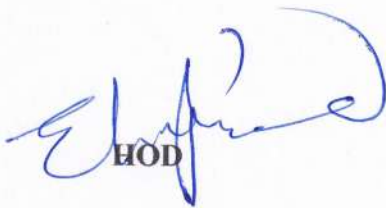



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

## Roles & Responsibilities

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

  
HOD

  
Principal  
Principal  
Vaageswari College of Engineering  
KARIMNAGAR-505 527.



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

---

## MENTOR-MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 24<sup>th</sup> September 2020 from 10.00 am to 11:00 pm in the Department of Computer Application (MCA), 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 from first year of the program.
2. Mentor shall have a maximum of 15 mentees.
3. Mentees should be attached to the same mentor for the duration of program if possible.
4. Mentors should meet the mentees regularly and update mentees data sheet.
5. Mentor should keep track the mentees academic performance, attendance and participation in the competition, co-circular and extra circular activities.
6. Mentor should identify the advanced 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.




# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

## Roles & Responsibilities

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

  
HOD

  
Principal  
Principal  
Vaageswari College of Engineering  
KARIMNAGAR-505 527.



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

---

## MENTOR-MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 21<sup>st</sup> September 2020 from 3:30 to 4:30 pm in the Department of ECE, 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 from first year of the program.
2. Mentor shall have a maximum of 15 mentees.
3. Mentees should be attached to the same mentor for the duration of program if possible.
4. Mentors should meet the mentees regularly and update mentees data sheet.
5. Mentor should keep track the mentees academic performance, attendance and participation in the competition, co-circular and extra circular activities.
6. Mentor should identify the advanced 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.





# VAAGESWARI COLLEGE OF ENGINEERING


Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

---

## Roles & Responsibilities

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

  
HOD

  
Principal  
Principal  
Vaageswari College of Engineering  
KARIMNAGAR-505 527.



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

---

## MENTOR-MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 25<sup>th</sup> September 2020 from 3:30 to 4:30 pm in the Department of EEE, 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 15 mentees.
3. Mentees should be attached to the same mentor for the duration of program if possible.
4. Mentors should meet the mentees regularly and update mentees data sheet.
5. Mentor should keep track the mentees academic performance, attendance and participation in the competition, co-circular and extra circular activities.
6. Mentor should identify the advanced 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.



# VAAGESWARI COLLEGE OF ENGINEERING


Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

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 the concept of Mentor-Mentee system with the assigned mentees.
2. Mentor should update mentees data sheet regularly.
3. Mentors 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.

  
HOD

  
Principal  
Principal  
Vaageswari College of Engineering  
KARIMNAGAR-505 527.



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

---

## MENTOR-MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 26<sup>th</sup> September 2020 from 1:30 to 2:30 pm in the Department of Civil Engineering, 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 from first year of the program.
2. Mentor shall have a maximum of 15 mentees.
3. Mentees should be attached to the same mentor for the duration of program if possible.
4. Mentors should meet the mentees regularly and update mentees data sheet.
5. Mentor should keep track the mentees academic performance, attendance and participation in the competition, co-circular and extra circular activities.
6. Mentor should identify the advanced 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.



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

## Roles & Responsibilities

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

  
HOD

  
Principal

Principal  
Vaageswari College of Engineering  
KARIMNAGAR-505 527.



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

---

## MENTOR-MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 24<sup>th</sup> September 2020 from 11:30 to 12:30 pm in the Department of Mechanical, 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 from first year of the program.
2. Mentor shall have a maximum of 15 mentees.
3. Mentees should be attached to the same mentor for the duration of program if possible.
4. Mentors should meet the mentees regularly and update mentees data sheet.
5. Mentor should keep track the mentees academic performance, attendance and participation in the competition, co-circular and extra circular activities.
6. Mentor should identify the advanced 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.



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

## Roles & Responsibilities

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

  
HOD

  
Principal

Principal  
Vaageswari College of Engineering  
KARIMNAGAR-505 527.



# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

---

## MENTOR-MENTEE COMMITTEE

### MINUTES OF MEETING

The Committee Meeting was held on 22<sup>nd</sup> September 2020 from 3:30 to 4:30 pm in the Department of Computer Science Engineering (M.Tech), 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 from first year of the program.
2. Mentor shall have a maximum of 15 mentees.
3. Mentees should be attached to the same mentor for the duration of program if possible.
4. Mentors should meet the mentees regularly and update mentees data sheet.
5. Mentor should keep track the mentees academic performance, attendance and participation in the competition, co-circular and extra circular activities.
6. Mentor should identify the advanced 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.





# VAAGESWARI COLLEGE OF ENGINEERING

Beside LMD Police Station, Ramakrishna Colony,  
KARIMNAGAR, Telangana state – 505481  
Affiliated to Jawaharlal Nehru Technological University Hyderabad,  
Approved by AICTE New Delhi

## Roles & Responsibilities

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

  
HOD

  
Principal

Principal  
Vaageswari College of Engineering  
KARIMNAGAR-505 527.