



OFFICE OF THE PRINCIPAL
GOVERNMENT VICTORIA COLLEGE

PALAKKAD – 678001
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victoriapkd@gmail.com, principal@victoriacollege.in
www.victoriacollege.in



NO _____

DATE _____

CIRCULAR

Mentor & Mentee System

Directions are issued herewith for the continuation of mentoring system for the academic year 2019-20. Each faculty should be the mentor of a group of 20 to 35 students to take care of them depending upon the student strength of each programme. Every mentor has to prepares a list of all the students allotted to him / her with details of Name, Class, Division, Roll Number, Contact Number and E Mail Id. The mentor will be allocated with responsibility to take care of all the mentees so as to provide them career counseling, provide them personal counseling, support them for any kind of difficulty in their curriculum, make provision of remedial coaching for them and support them as and when required.

Responsibilities

The mentor will perform the following functions.

- Meet the group of students at least twice a month.
- Continuously monitor, counsel, guide and motivate the students in all academic matters.
- Advise students regarding choice of electives, project, summer training etc.
- Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.
- Advise students in their career development/professional guidance.
- Maintain contact with the students even after their graduation.
- Maintain a detailed progressive record of the student (format attached).
- Maintain a brief record of all discussions with students



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The HOD will:

- Meet all mentors of his/her department at least once a month to review the proper implementation of the system
- Advise mentors wherever necessary.
- Initiate administrative action on a student when necessary
- Keep the head of the institute informed.
- To contact the parents/guardians of the students in case of their academic irregularities, behavioral changes, etc, through the Head of the Institution.
- To advise the students in matters of their career.

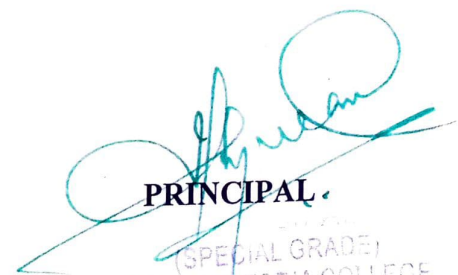
Type of Mentoring to be done

- Professional Guidance – regarding professional goals, selection of career, higher education.
- Career advancement – regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.
- Course work specific – Pos and Cos, regarding attendance and performance.
- Lab specific – regarding Do's and Don'ts in the lab.

The mentor also works for finding out hidden talent of the students in various aspects of academic, co – curricular, extra – curricular and extra mural activities so that they can be promoted to do various activities in the concerned area for their holistic development. The mentor also contacts and meets the parents of his / her mentees to discuss their progress and / or any other matter, as and when required.

Enclosure: Format for Mentor Mentee system




PRINCIPAL
(SPECIAL GRADE)
GOVT. VICTORIA COLLEGE
PALAKKAD - 678001

Progression to higher studies

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Placement received

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Mentors

Year	Mentor Name and Signature
1	
2	
3	

Class tutor

Head of Dept.

Principal



**INTERNAL QUALITY ASSURANCE CELL
GOVT. VICTORIA COLLEGE, PALAKKAD**

Mentee Profile

CLASS UG/PG/PhD

ACADEMIC YEAR.....

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Department :
Student Name :
Date of Birth :
Age (as on 01/06/20.....):
Phone No. :
E-mail Id :
Aadhar Number :
Permanent Address :

Community : Caste:
Blood Group :
Name of Father :
Profession :
Ph. No. :
Name of Mother :
Profession :
Phone No :
Name of Guardian :
Phone No :
Siblings :

