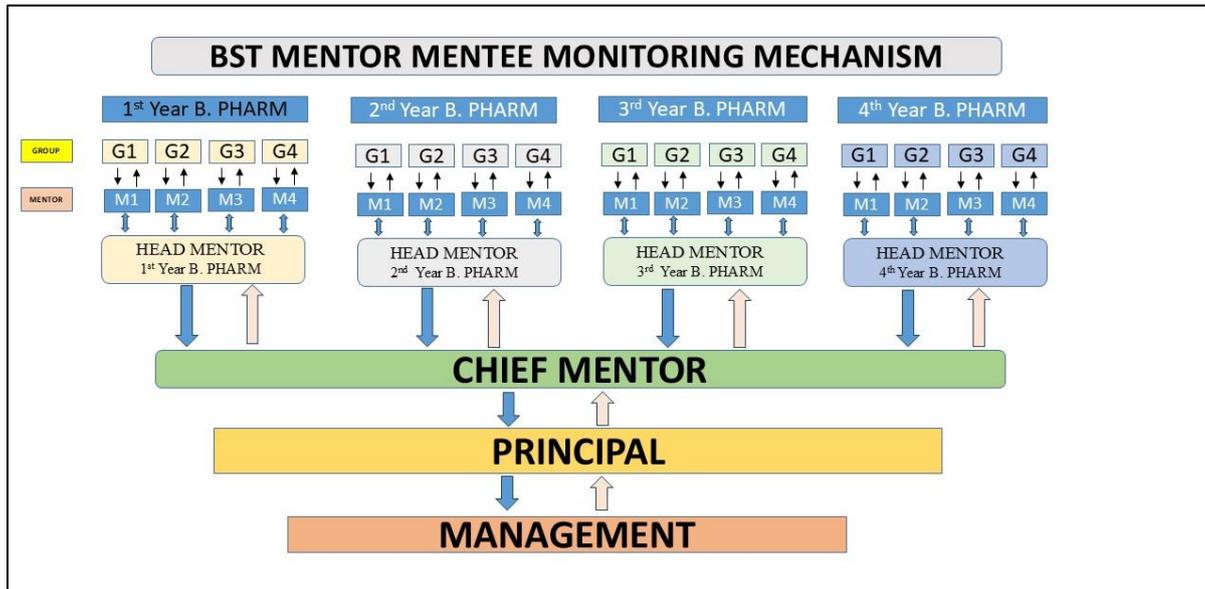




Date: 17.01.2025

## BST Mentor Mentee Monitoring Committee

The Institute has a robust system for an effective Mentor Mentee Monitoring Mechanism.



- A group of 20-25 students are assigned under a faculty who acts as a mentor for the small group
- One Head Mentor is assigned for each class, who continues as Head Mentor for the same batch till the completion of four years
- One Chief mentor is assigned for all the programmes of the Institute
- Mentors conduct Mentor-Mentee meeting at periodic intervals at least one per semester as and when required, and record the minutes of the meeting with proper observations and recommendations to the authority addresses and address the issues of the students as may be possible at their end as Mentor.
- Head mentor conducts meeting of the mentors for the respective class at a suitable time and discusses the matters related to mentoring activities of each mentor and review the same
- Head Mentor resolves the issues of the students at his/her level to the extent possible
- Head Mentor places the issues before Chief Mentor
- The observations of the Mentor are studied carefully by the Head Mentor and necessary counselling advices are given by the Head Mentor
- The measures are taken by the head mentor to sort out the problems of the mentees to maintain a cordial relationship with the students and their parents to keep on inviting participation for parents on issues of alarming nature noticed if any.
- Head Mentor maintains the record of proceedings of the meetings
- The Chief Mentor monitors the activities of head mentor on all matters relating to mentoring system
- Chief Mentor convenes the meetings with all head mentors and takes steps to sort out the problems if any to the extent possible
- The specific recommendation which needs the attention of authority are brought to the notice of Principal who examines the same, discuss with the head mentor, mentor and in case of need the Principal discusses with the mentee and the parent with a proper counselling for the overall growth of Institution
- Care for the Slow-Learners also forms a part of mentoring mechanism