

Geethanjali College of Engineering & Technology
(UGC Autonomous Institution)
Department of Electronics and Communication Engineering
Faculty Circular

Date: 14.02.2023

Sub: Monitoring of Students' attendance, Academic Performance - Reg.

Faculty members are required to monitor the student mentees' attendance and academic performance (No. of credits earned, No. of backlogs, performance in mid-term exams and SGPA etc.) on a regular basis and inform the same to the parents. Apart from providing the academic guidance to the student mentees in realizing their goals, mentor is required to record a few of his interactions with parents as per the sheets attached with this. Following procedure may be adopted by each mentor from now on wards.

During II Year I semester:

Upon allotment of student mentees of second year, faculty mentor is requested to perform the following duties within the first week after allotment of mentoring:

- Collect the details from each student mentee and verify whether the student and parent mobile numbers given are correct or not.
- Go through the mentor book and ensure that all entries are made upto I Year II semester.
- Contact the parent and inform him that you are going to be the mentor for his ward for the next three years and for any information related to his ward he may be asked to contact you.
- Parents shall be asked to inform you, in case of change in the mobile number or the contact address.
- Inform the Parent about the credits earned by the student, SGPA and No. of backlogs till I Year.

From II Year II semester onwards:

Faculty mentor is required to monitor the attendance of student mentees on a regular basis and inform the parents if the student is not regular. To record a few of the interactions made with parents; mentor is required to fill the following data.

- Cumulative attendance of the student after each slot and the performance in Mid-term exams shall be informed to the parents.
- Record the interactions the mentor has made with parent while providing the cumulative attendance upto Slot 3, Slot 6 and the Mid-term-I marks the student has secured. Parent shall be informed whenever there is a parent-teacher meeting.
- Any disobedience from the student needs to be recorded in the table provided for that.

From II Year II semester onwards **Additional Mentor Sheets - III, IV, V, V** are to be created (one per each semester) by the mentor and the impact of mentoring (semester-wise) is to be generated as per the old format.

HoD

Dean, SE&CE

Geethanjali College of Engineering & Technology
(UGC Autonomous Institution)
Department of Electronics and Communication Engineering
Additional Mentor Sheet -1

Upon allotment of student mentees of second year, faculty mentor is requested to perform the following duties within the first week after allotment of mentoring:

- Collect details from each student mentee as provided in the Table and verify whether the student and parent mobile numbers given are correct or not.
- Contact the parent and inform him that you are going to be the mentor for his ward for the next three years and for any information related to his ward he may be asked to contact you.
- Parent shall be asked to inform you, in case of change in the mobile number or the contact address.
- Inform the Parent about the credits earned by the student, SGPA and No. of backlogs till I Year.

S. No	Roll No	Name of the Student	Student Mobile No.	Name of the Parent/ Guardian	Parent Mobile No.	Date of Contacting the parent	Remarks if any
1							
2							
3							
4							
5							
6							

7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Name of the Mentor:

Signature:

Geethanjali College of Engineering & Technology
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Additional Mentor Sheet -

Class:___ Year -___ semester

Section:

Name of the Mentor:

Faculty mentor is required to monitor the attendance of student mentees on a regular basis and inform the parents if the student is not regular. To record a few of the interactions made with parents; mentor is required to fill the following data.

- Cumulative attendance of the student after each slot and the performance in Mid-term exams shall be informed to the parents.
- Record the interactions the mentor has made with parent while providing the cumulative attendance upto Slot 3, Slot 6 and the Mid-term-I marks the student has secured. Parent shall be informed whenever there is a parent-teacher meeting.
- Any disobedience from the student needs to be recorded in the subsequent table given.

S. No	Roll No	Name of the Student	Attendance upto Slot 3.	Date of Contacting the parent	Attendance upto Slot 6.	Date of Contacting the parent	Mid-I Marks	Date of Contacting the parent
1								
2								
3								
4								
5								

6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								

19								
20								

Record of disobedience/ suspension of the student if any may be provided below:

S. No	Roll No	Name of the Student	Nature of the disobedience	Action taken	Date of Contacting the parent	Parent Remarks
1						
2						
3						
4						

Name of the Mentor:

Signature: