

**NOOTAN VIDARBHA SHIKSHAN MANDAL'S
MAHILA MAHAVIDYALAYA, AMRAVATI**

**"Aapulki Mentor -Mentee Projects"
Circular
Academic Session 2023-24**

Following are the important instruction regarding " Aapulki " (Mentor-Mentee) Project for the mentor teacher. They should follow the given instructions on order to make effective communication with the mentees and come up with very positive results of the scheme.

- Guide students to fill their personal information in ' Aapulki ' registration form.
- Students meeting should be held monthly from August 2023 to March 2024 during first week of every month and should submit the meeting report at earliest to the in-charge.
- Communicate POs, PSOs, COs. (Program Outcomes, Program Special Outcomes, Course Outcomes) to the mentees and convey future opportunities to the mentees.
- Mentors should provide information about various books and Online reading sources to inculcate reading habits among the students. A monthly review should be submitted regarding the activity separately in the monthly report.
- Inform the students about various Scholarships, student welfare funds, College discipline, regular Attendance, available facilities in the institution, College level activities given in the prospectus and overall process of
- examination pertaining to examination schedule and result.

Every mentor should collect the information regarding socio-economic status, health status of the mentees and should try to solve their problems. This information should be kept strictly confidential. Incase of more serious problem the issue may be referred to the counselor.

- Every mentor should ask for suggestions and requirements from every mentee and should include it in the monthly reports. The mentor should forward the suggestions and requirements to the in-charge separately.
- It is mandatory for every mentor to conduct special activities regarding development of creative abilities, physical abilities and overall personality development of the mentees.
- Mentor should create individual whatsapp group for quick communication and should take timely feedback from mentees.
- Every mentor should submit half yearly report (typed in English) before the end of every semester.
- Every parent teacher should run "One Parent Teacher-One Skill " regarding capacity building skills (Communication , ICT/Life Skills) given by the committee.
- Every Mentor should given instructions to mentees to maintain Health card (physical education) and guide about nutritional values (Home economies).
- Motivate mentees to write articles, research papers and participate in Debate, Elocution, Essay competitions, Youth Festival to flourish their personality.
- Every parent teacher should give overall infomation and timely co-operation about CBCS (Choice Based Credit System) and New Educational policy.
- Monthly meeting reports will be personally reviewed by the principal and report shall be presented by all the mentors in monthly joint meeting.
