

Nootan Vidarbha Shikshan Mandal's
Mahila Mahavidyalaya, Amravati
"Aapulki" Mentor-Mentee Project
Circular for Mentors
Academic Session 2022-23

Following are the important instructions regarding "Aapulki" (Mentor- Mentee) Project for the mentor teachers. They should follow the given instructions in 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 Sept. 2022 to April 2023 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) during their graduation period and post graduation period also give 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. In case 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.

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- It is mandatory for every mentor to conduct special activities regarding development 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 the "One Parent Teacher-One Skill" regarding capacity building skills (Communication, ICT/Life Skills) given by the committee.
- Every Mentor should give instructions to mentees to maintain Health card and guide about nutritional values.
- 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 information and timely co- operation about CBCS [Choice Based Credit System] of New Educational Policy.


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 Principal
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