

Decisions taken during different meetings held previously in the presence of Dean /Principal are compiled to make the Mentorship program uniform at all the four levels .

1. Report about the I year students should be handed over to the Chief Mentorship co-ordinator once they pass the I year subjects sothat the report can be forwarded to the next Mentor.
2. **Mentor -Mentee meeting** should be conducted **atleast ONCE A MONTH** ie .on the first week of every month .
3. **Mentors -Co-ordinator meeting** should be conducted **atleast ONCE IN 3 MONTHS** .
4. **Co-ordinators – Chief co-ordinator -Principal/Dean** meeting should be conducted **atleast ONCE IN 6 MONTHS** .
5. Mentor should get the **dated signature of the student** in the Mentor-Mentee meeting form which should be submitted to the co-ordinator at the end of 6 months .
6. The list of students not reported should be given to the Co-ordinator without fail ,on the last week of each month .

There will changes in the Mentors and Mentees as Batches passes out of I year and Final Year.