



Office of the Dean Academic
Indian Institute of Engineering Science and Technology, Shibpur
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No. 293/ACAD/2025

Date: August 27, 2025

NOTIFICATION

STUDENT MENTORSHIP PROGRAM FOR UG STUDENTS

In order to help the undergraduate students effectively deal with the challenges, if any, faced during their campus life and to help them choose and follow their career paths, a **Student Mentorship Program** (SMP) was initiated for all UG students of this Institute from academic year 2024-2025 and will be continued for the academic year 2025-26.

The following are the broad guidelines for the SMP.

- (i) All UG students admitted to a department will be divided into small groups by their respective departments. Each group of UG students will then be assigned one mentor faculty member from their department by the Head of the Department (HoD).
- (ii) The mentor faculty member will monitor the assigned mentee students closely and help them effectively deal with their academic, non-academic, and personal issues on a regular basis.
- (iii) All mentor faculty members will provide their mobile numbers to their mentees and will also have the mobile number of their mentees. For ease of communication, the mentors will form a WhatsApp group with their mentees.
- (iv) The mentors will try to resolve all the student issues at their end. However, if the need arises, a mentor may guide his/her mentee to visit the specific department for more clarification on the matter. The mentors may also get the help of their HoD in case any issue needs intervention from the HoD.
- (v) The mentors must meet their mentees fortnightly and, on the next day, submit a report (as per Form UG01) regarding their meeting with the mentees to their respective HoD. The HoD will examine the reports submitted by the mentors and identify the issues, if any, that need to be addressed at the Departmental/Institute level.
- (vi) The HoD will submit a consolidated monthly report (as per Form UG02) of all the mentor/mentee meetings conducted by the departmental mentors till the last day of the month to the Associate Dean Academic (UG Study) by email by the first day of the next month. The mentee-related issues, if any, identified by the HoD that was addressed/not addressed at the department level must be mentioned in the report. The issue(s) identified to be addressed at the Institute level must also be clearly mentioned in the report sent by the HoD.
- (vii) The Associate Dean Academic (UG Study) will scrutinize the HoD report and report the issues that need to be addressed at the Institute / Department level to the

Dean (Academic) by the tenth day of the month in which the HoD report has been received.

- (viii) Dean (Academic) will take the further course of action on the reported matters or will inform the respective authorities about the further course of action to be taken on the reported matters, as deemed appropriate in those matters.

The respective HoDs are requested to include the newly-admitted UG 1st year students in the mentorship program and assist towards the successful implementation of the SMP.

This is issued with the approval of the competent authority.

Sd/-
Dr. Nirmalya Kumar Bhattacharyya
Joint Registrar (Academic)

No. 293/ACAD/1(06)/2025

Date: August 27, 2025

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/Associate Deans/Heads of the Departments/Schools/Centers
3. The Chairman-SUGC
4. The Student Senate
5. The Academic Section-File
6. Institute Website



Joint Registrar (Academic)
IEST, Shibpur



Indian Institute of Engineering Science and Technology, Shibpur

Date of Submission_____

Signature of Faculty_____



Indian Institute of Engineering Science and Technology, Shibpur

Date of Submission_____

Signature of HoD_____