

Office of the Dean Academic

Indian Institute of Engineering Science and Technology, Shibpur

(Formerly Bengal Engineering & Science University, Shibpur)

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No. 298/ACAD/2024

Date: November 13, 2024

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) is being initiated for all UG students of this Institute. The Student Mentorship Program will start from academic year 2024-2025.

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) 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) 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 start working 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)

Date: November 13, 2024

No. 298/ACAD/1(07)/2024

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 Registrar
- 5. The Student Senate
- 6. The Academic Section-File
- 7. Institute Website

Joint Registrar (Academic)

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IIEST, Shibpur

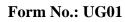
Form No.: UG01



Indian Institute of Engineering Science and Technology, Shibpur

Details of Mentor-Mentee Interaction conducted in the Month of ______ [Please send the duly filled-in form with enclosures toyour HoD]

Name of the Faculty (Mentor)			Date of M	eeting		
Department			Venue of	Meeting		
S.No.	Enrolment No.	Name of the UG Student (Mentee)	Is there any specific issue related to the respective mentee student that needs to be reported to the HoD? If yes, attach details.			
			Yes	separate s No	sheets, if required) Remarks, if any	
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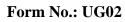
Form No.: UG02



Indian Institute of Engineering Science and Technology, Shibpur

Summary of Mentor-Mentee Interactions conducted in the month of ______ [Please send the duly filled-in form with enclosures to assodeanac@iiests.ac.in]

Name of the Department		Total no. of Fac	culty Mentors in the Department		
		Total no. of Mentor-Mentee Interactions conducted in the said month in the department			
Sl.No	Name of the Faculty Mentor	No. of Meetings Conducted with Mentees in the Month	Is there any specific issue to be reported to the Associate Dean (Academic)? If Yes, attach details (add separate sheets, if required.)		
			Yes	No	





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Date of Submission	Signature of HoD
	Dignature of Hob