



S.No.268 /DSW/2019

Bilaspur, Date: 08/07/2019

Notification

The following guidelines to strengthen the mentor system of the University as approved by the Standing Committee of Academic Council (SCAC) in its meeting held on 03/07/19 are as under :

- I. The Department must adopt and notify one suitable modality for mentor-student interaction from the different modalities given below:
  - a. The Department may allot atleast one hour in a month for mentor-student interaction in the time table and mentor-student list must be displayed on notice board  
or
  - b. The mentor may display his availability as per his convenience (at least once in a month) and should inform properly to the students and the head of the Departments.  
or
  - c. The mentor may display contact hours at his sitting place in the Department for interaction to the students.
- II. The mentor should keep the contact details (mobile number of student and his parent, e- mail address and residential address) for communicating different notifications/activities of the university to the students.
- III. The senior faculty members must be allotted newly admitted students and the girl students may be allotted female faculty member as far as possible.
- IV. The mentor will keep a track of academic performance of student and will encourage student for betterment.
- V. The mentor should support students academically and emotionally. The mentor should focus on inculcating universal human values as mentioned in detail in "A guide to student Induction Programme" issued by UGC, New Delhi.
- VI. The mentor should also keep the record of the interaction with his group. The mentor should submit maximum one page report to the Head of the Department before the end of classes of the semester. The Head of Department will keep the record of Mentor reports of the Department.

The Head of the Teaching Departments must ensure the compliance of the above guidelines.

By Order

  
Registrar (Acting)

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Copy to:

1. PS/PA to HVC/Registrar for kind information to HVC/Registrar
2. All Deans of School of Studies for information
3. All Heads of Teaching Departments for information and necessary action.
4. Coordinator IT-Cell for information and to upload it on University Website.
5. Office Copy

  
Dean, Student Welfare

CSX/1536  
11/7/19

