



Dr. Vithalrao Vikhe Patil College of Engineering,
Ahmednagar
Department of Information Technology



Date: 16/07/2023

Mentor Appointment for the Academic Year 2023-24

Following staff members are appointed as mentor to the respective mentee batch for the year 2023-24. All mentors should conduct the mentor meeting as per the academic calendar and maintain all mentee records.

Class	Mentor Batch	Number of Students	Name of Class Teacher & Mentors	Signature
SE IT	Class Teacher		Prof. Ms. A.B. Bavane	
	S1	23	Prof. Mrs. P. S. Gayke	
	S2	23	Prof. A. A. Pund	
	S3	23	Prof. Mrs. K. P. Dawange	
[A]	TOTAL	69		
TE IT	Class Teacher		Prof. Mrs. P. S. Gayke	
	T1	24	Prof. Mrs. P. V. Ambilwade	
	T2	24	Prof. Ms. M. N. Kale	
	T3	24	Prof. Ms. A. B. Bavane	
[B]	TOTAL	72		
BEIT	Class Teacher		Prof. Mrs. P. S. Dolare	
	B1	25	Prof. G. M. Dahane	
	B2	25	Prof. Mrs. P. S. Dolare	
	B3	26	Prof. Mrs. A. A. Deshmukh	
[C]	TOTAL	76		
	TOTAL A+B+C	217		

Head of Department
Dept. of Information Technology
Information Technology
Pad. Dr. V. V. P. College of Engineering
Ahmednagar

Copy to:

4. Principal, D.V.V. P. C.O. E. Ahmednagar.....for info. pl.
5. All Staff members.....for n.a.

Mentor Responsibilities

1. To check his/her mentees regularly attending the college from 10:00 to 5:00. If mentee is found absent immediately contact to his/her parents.
2. Spare your time with mentees and help them in filling exam form, scholarship forms, college fee dues, bank loan, industrial training letter, project sponsorship etc.
3. Give them attestation on their documents, exam forms and hall tickets etc.
4. All mentors must keep ready their mentor files with mentor forms duly filled with their photo, attendance, record of result, medical certificate, certificate of extra-curricular and co-curricular activities, fee paid etc.
5. Meeting Record is also kept in mentor file. Mentor-mentee meeting shall be conducted as per the academic calendar.
6. Following are the guidelines of mentor meeting. However, contents can be added to it. Contents of Mentor Meeting are as below:

Meeting 1:

1. Introduction (Educational / Family)
2. Hobbies / Interest
3. Career Goal

Meeting 2 :

1. SWOT analysis (self) Strength, Weakness, Opportunities & Threat

Meeting 3:

1. Speech on any topic (technical or non-technical)

Meeting 4:

Group Discussion within various mentor batches.

S1	T1	B1
S1	T2	B2
S1	T3	B3
S2	T1	B1
S2	T2	B2
S2	T3	B3
S3	T1	B1
S3	T2	B2
S3	T3	B3