

# AIKTC, SoET, New Panvel

## Student Mentor Interaction (SMI)

**Year of Admission:** \_\_\_\_\_ **Department:** \_\_\_\_\_ **Session: 1<sup>st</sup>/2<sup>nd</sup>**  
**Half of \_\_\_\_\_ Semester:** \_\_\_\_\_

**Name of Mentor:** \_\_\_\_\_

<b>Sr. No.</b>	<b>Name of Student</b>	<b>Unique ID</b>	<b>Contact Number/s</b>
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STUDENT - MENTOR INTERACTION							
FIRST (WHEN)	Date	After Admission / Commencement of the Semester					
Reason (WHY)		Get Student's Personal Details & Documents.	Instruct @ Dress Code & Discipline. Ask students to make Progress Report & Reporting Diary.	Explain Rules of the Institute & activities in semester. Make them Aware of true values.	Explain Scheme & Pattern (CBSGS), Properly	Explain about Tests & Retests & its importance in CBSCS Scheme	Resolve queries & Counsel. Sign Diary & inform next reporting date.
Done							
SECOND (WHEN)	Date	During Semester/ For Exam related Form filling , Before Tests/ Retest, After Test Results and whenever required					
Reason (WHY)		To Explain Examination related forms & When to fill/ apply for those.	To Know & update result. Counseling for Photocopy & Reval	Before & After Unit Tests/ Retests. To monitor the performance in tests.	Know student's attendance & progress	Update Student Progress Report after Reval Result	Resolve queries & Counsel. Sign Diary & inform next reporting date.
Done							
THIRD (WHEN)	Date	Before OR/PR Examination Semester & & During End Semester (Theory) Examination					
Reason (WHY)		To know student's attendance, TW submission	To guide students for PR & ESE & Plan for study	Check whether student is ready for the ESE. Motivate & build Confidence in them	Call Parent if required/ Direct student to HOD	During ESE, to know about paper & how to prepare for next	Resolve queries & Counsel. Sign Diary & inform next reporting date.
Done							
FOURTH (WHEN)	Date	After every Result					

<b>Reason (WHY)</b>		Update Result & guide students for next semester	For students having KT, to review the result	Review Result & guide student for REVAL & PHOTOCOPY	To guide them, to prepare for KT Exam. Talk to Parents (if required)	Drop-out Student's counseling. (Provisional Admission?)	Resolve queries & Counsel. Sign Diary & inform next reporting date.
<b>Done</b>							
<b>FIFTH (WHEN)</b>	<b>Date</b>	<b>Co-curricular &amp; Extra-curricular Activities</b>					
<b>Reason (WHY)</b>		Inform students about Co-curricular & Extra-Curricular Activities in & out of campus/ institute	Identify interested & capable students who can manage these activities with studies.	Guide & motivate skilled/ interested students to participate in these activities.	Counsel students, if required. (Especially KT/ Drop out Students)	Appreciate if they participate/ Win Prizes	Resolve queries & Counsel. Sign Diary & inform next reporting date.
<b>Done</b>							
<b>SIXTH (WHEN)</b>	<b>Date</b>	<b>In case of query or problem faced/ created by the students</b>					
<b>Reason (WHY)</b>		In case of query or problem faced/ created by the students, guide & counsel them.	Call them if problem faced/ created by the student.	Call parents if required. Counsel them.	Counsel students, if required take him/her to higher authorities	Motivate students & build confidence in them	Resolve queries & Counsel. Sign Diary & inform next reporting date.
<b>Done</b>							

**Note:**

- Mentor can call students in a group or individually. Student must report their mentor as per the schedule date & time, informed by the mentor.**
- If Mentor wants, they can ask student to maintain a diary to write important points/ activities/ critical dates/ eligibility criteria.**

3. **Mentor can club more than one event together, in case of shortage of time.**
4. **Even though students are in different semester, their mentors will remain same till the course gets over and for further interaction too.**
5. **Student can directly approach his/her mentor, in case of any problem or query.**
6. **If required student can approach higher authorities (if directed by mentor) to resolve his/ her query.**
7. **If required mentor can take the issue related to the students to higher authorities to resolve.**
8. **Mentor & class co-ordinators should have proper co-ordination & should communicate with each other the problems/ achievements of students.**
9. **Mentor & class co-ordinators should arrange for the training / visit/ expert lecture & encourage student to participate in events & competitions.**
10. **If required mentor can call parents to inform about student's progress or to discuss issues related to the student and try to resolve it.**

**REMARK:**

**Signature of Mentor**