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| **C:\Users\ISE\Downloads\NEW-LOGO (2).PNG** | **JSS ACADEMY OF TECHNICAL EDUCATION, BENGALURU**  **Department of Information Science and Engineering**  **Mentoring Session Feedback Form** |

To be completed by mentee

Mentee’s Name: Date: USN:

Mentor’s Name: Sem:

Instructions: Please respond to the following statements using the scale provided below. Any additional qualitative comments can be provided at the end of the form. Please provide concrete examples to support your answers to these questions.

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|  | Questions | Strongly Agree‐3 | Agree‐3 | Disagree‐1 |
|  | |  | | --- | | My mentor is always accessible and available | |  |  |  |
|  | |  | | --- | | My mentor communicates regularly with me | |  |  |  |
|  | My mentor encourages me to improving my course work performance |  |  |  |
|  | My mentor assists me with my understanding of the academic routines to achieve my current career goals |  |  |  |
|  | My mentor encourages me to participate in academic activities |  |  |  |
|  | My mentor is aware of available development offerings and can identity valuable opportunities to improve my competency |  |  |  |
|  | My mentor provides appropriate feedback in a constructive manner |  |  |  |
|  | My mentor guides me for future professional or personal development activities. |  |  |  |

Mentee Signature: Date:

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| **C:\Users\ISE\Downloads\NEW-LOGO (2).PNG** | **JSS ACADEMY OF TECHNICAL EDUCATION, BENGALURU**  **Department of Information Science and Engineering**  **Mentor Checklist for First Meeting**  **(Meeting to be conducted within a week of the commencement of the session)** |

1. Discuss the class time table and the other schedules for the semester.
2. Discuss the dress code for the classes
3. Discuss the test dates/pending fees(if applicable)
4. Discuss the importance of punctuality and attendance
5. Give the importance of attending the 3 tests
6. Discuss the importance of maintaining the attendance in laboratories
7. Maintain an observation book and record for the lab
8. Importance of attending all the 3 tests for the lab
9. Brief about significance of the activities/assignments/projects

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| **C:\Users\ISE\Downloads\NEW-LOGO (2).PNG** | **JSS ACADEMY OF TECHNICAL EDUCATION, BENGALURU**  **Department of Information Science and Engineering**  **Mentor Checklist for Second Meeting**  **(Meeting to be conducted before the first internals)** |

1. Discuss about how the course teaching is progressing
2. Review the assignments/activities/projects
3. Discuss issues about the students who are facing difficulties in their courses
4. Review the attendance status
5. Discuss about the preparation and importance of the 1st internals

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1. Review their marks
2. Discuss about the performance in the 1st internals
3. Encourage them to participate in extracurricular activities
4. Discuss issues about the students who are facing difficulties in their courses
5. Discuss about their progress in various activities/mini projects/projects
6. Review the laboratory performance
7. Review the attendance status
8. Encourage to perform better in 2nd Internals
9. Discuss about the facilities issue(wifi, canteen, wash rooms etc)

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1. Review their marks
2. Discuss about the performance in the internals
3. Appreciate their achievement(if any) in the extracurricular activities
4. Discuss issues about the students who are facing difficulties in their courses
5. Discuss about the syllabus coverage in theory and laboratory
6. Discuss concern/success of students
7. Discuss about the final exams
8. Review the progress/completion of activities/mini projects/projects

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