


**Nootan Vidarbha Shikshan Mandal's  
MAHILA MAHAVIDYALAYA, JOG CHOWK, AMRAVATI**

*NAAC Accreditation Grade – B with CGPA 2.56*  
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Aastha Project  
2016-2017**

**Instructions for mentors:**

- 1) To collect applications of the students regarding their personal details.
- 2) To conduct 5 regular and timely mentor mentee meetings.
- 3) Mentor should provide guidance regarding how to make personal file and arranging documents of their achievement in that file.
- 4) To make them acquaint with various scholarships, students welfare funds, college discipline, various facilities, activities held in college, overall process of examination regarding examination schedule and result.
- 5) In order to inculcate reading habits among the students mentor should provide information of various books to the mentee and should take monthly review of the same.
- 6) In order to understand problems of the students who remains frequently absent for meetings and other college level activities every mentor should give home visit followed by discussion with their parents.
- 7) Every mentor should take note of social economic, psychological, domestic or health problem of the mentee and should try to solve their problems in completely confidential manner.
- 8) To identify slow and advanced learners in order to help them for better future prospects.
- 9) Every mentor should submit monthly report after conducting timely meetings in between the dates 22-25 of every month and before the end of the first and the second sessions should submit sessional reports.

  
IQAC Co-ordinator  
Mahila Mahavidyalaya  
Amravati



  
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**Aastha Project  
2017-2018**

**Instructions for mentors:**

- 1) To collect applications of the students regarding their personal details.
- 2) To conduct 5 regular and timely mentor mentee meetings.
- 3) Mentor should provide guidance regarding how to make personal file and arranging documents of their achievement in that file.
- 4) To make them acquaint with various scholarships, students welfare funds, college discipline, various facilities, activities held in college, overall process of examination regarding examination schedule and result.
- 5) In order to inculcate reading habits among the students mentor should provide information of various books to the mentee and should take monthly review of the same.
- 6) In order to understand problems of the students who remains frequently absent for meetings and other college level activities every mentor should give home visit followed by discussion with their parents.
- 7) Every mentor should take note of social economic, psychological, domestic or health problem of the mentee and should try to solve their problems in completely confidential manner.
- 8) To identify slow and advanced learners in order to help them for better future prospects.
- 9) Every mentor should submit monthly report after conducting timely meetings up to the dates 25 of every month and before the end of the first and the second sessions should submit sessional reports.

  
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**‘Aapulki’ Mentor- Mentee Project**

**Circular for Mentors**

**2018-2019**

- 1) To collect applications of the students regarding their personal details.
- 2) To conduct 5 regular and timely mentor mentee meetings (September 2018 to February 2019).
- 3) Mentor should provide guidance regarding how to make personal file and arranging documents of their achievement in that file.
- 4) Mentor should introduce programme objectives, course objectives as well as outcomes and future opportunities in particular courses.
- 5) To make them acquaint with various scholarships, student welfare funds, college discipline various facilities activities held in college, overall process of examination regarding examination schedule and result.
- 6) To order to inculcate reading habits among the students mentor should provide information of various books to the mentee and should take monthly review of the same. Mentor should run special projects for the better future of students.
- 7) In order to understand problems of the students who remain frequently absent for meetings and other college level activities every mentor should give home visit followed by discussion with their parents.

- 8) Every mentor should take note of social, economic, domestic or health problems of the mentees and should try to solve their problems completely in confidential manner.
- 9) To identify slow and advanced learners in order to help them for better future prospects.
- 10) Every mentor should submit monthly report after conducting timely meetings up to the dates 20-25 of every month and before the end of the first and the second sessions should submit sessional reports having suggestions of mentees and action taken by the Head of the Institution.

  
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**‘Aapulki’ Mentor- Mentee Project**

**Circular for Mentors**

**2019-2020**

- 1) “Aapulki” Mentor- Mentee Project committee circulated following instructions for the Mentor teachers.
- 2) To call the personal information from the students through prescribed format.
- 3) Students meeting should be held in every month from September 2019 to March 2020.
- 4) Ask the students to maintain their personal files. Ask them to furnish educational and other documents in the file.
- 5) To make students aware of different scholarships, student aid funds, discipline and different projects run for them.
- 6) To develop reading habit among students in collaboration with library.
- 7) Parent teacher should be visit to the homes to frequently absent students to understand their difficulties.
- 8) The parent teacher should keep the information of students regarding their health, financial status of family and the personal problems. The parents teacher should keep this information very confidential in order to solve the related issues.

- 9) Parent teacher should try to identify slow learner and advance learner from the group and should strive for students development.
- 10) Parent teacher should submit the monthly report in the third week of every month to the incharge professor.
- 11) The parent teacher should prepare their report on the basis of feedback received from the students.

  
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**‘Aapulki’ Mentor- Mentee Project**

**Circular for Mentors**

**2020-2021**

The important instructions belonging to Aapulki Mentor- Mentee Project are circulating among the Mentor Teachers they should follow this properly by communication with their Mentee.

- 1) To fill up personal information forms by the students .
- 2) Students meetings should be held in every month from January 2021 to June 2021
- 3) To tell students to prepare personal file having all the academic as well as other achievements documents.
- 4) To aware the students about various scholarships, students welfare funds, college discipline, availability of facilities in the institution college activities, overall process of examination pertaining to examination schedule and result.
- 5) To develop reading habits among the students mentors should provide information of various books to the mentee and should take monthly review of the same.
- 6) Every mentor should take note of social, economic, psychological, domestic or health problem of the mentee and should try to solve their problems in completely confidential manner.
- 7) Every mentors should note remarks and suggestions regarding project Apulaki from every mentee and the remarks should be included in their reports.
- 8) Every mentors should maintain file of printouts of regarded students by means of Google forms.
- 9) By means of Google form every mentor should register name of each mentee and maintain file of printouts of related documents.

(Note:- Every mentor must download Google form app)

  
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