



Nagar Yuwak Shikshan Sanstha's

Yeshwantrao Chavan College of Engineering

(An Autonomous Institution affiliated to Rashtrasant Tukadoji Maharaj Nagpur University)

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Office of Dean (Academic Matters)

Ref. No. : YCCE/DAM/2020-21/

Date : 18.01.2020

Subject: Allotment of mentors to mentees/Faculty advisor and guidelines of allotment and FA scheme

Every student admitted to the undergraduate program in YCCE shall be allotted one faculty from his parent department. The faculty advisor/mentor (hence after call as FA) shall be a mentor and guide for the student and will facilitate the learning by the student.

The faculty member shall keep the following information about the student for whom he is acting as FA.

- Contact details of the student/his parents (landline as well as mobile)
- The courses registered by the student.
- The attendance of the student
- The marks secured by the student
- The leave taken by the student
- Any special requirements to the student due to medical or physical problems
- The record of special achievements in academic and extra-circular activities of students
- The record of disciplinary action taken against the student.

The students shall meet the FA at least once in one academic term. The meetings shall be done in the Second/Third week of October (Odd Term), April (Even Term). In addition to one mandatory meeting, FA can have more meetings with their student wards. The FA shall maintain the record of meeting with students.

All HoDs of Technical Departments and FYC shall carry out the allotment and forward the same to DAM office on or before 18.02.2020. After allotment, the detail shall be sent to DAM office.

Dr. A.V. Bapat

Dean (Acad)

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