



Ref RRSDC/2025/19A

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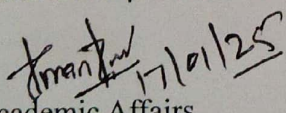
CIRCULAR

Subject: Mentorship Responsibilities for Academic Session 2024-25 (Even Semester)

As we commence the new academic session, we are pleased to announce the assignment of faculty mentors to our students. The list of assigned mentors is attached as Annexure here. As a mentor, you play a vital role in guiding and supporting your assigned students throughout their academic journey. Your responsibilities include:

- 1. Student Profiling:** Familiarize yourself with your students' educational and family backgrounds to provide personalized support.
- 2. Issue Resolution:** Identify and address students' concerns, offering advice and support to help them overcome challenges.
- 3. Academic Progress Monitoring:** Regularly review students' academic performance, providing guidance and recommendations for improvement.
- 4. Career Guidance:** Encourage students to explore career options, providing information on higher education and job opportunities.
- 5. Importance of Attendance and Participation:** Emphasize the significance of regular attendance and active participation in class activities.
- 6. Self-Motivation and Evaluation:** Foster self-motivation and self-evaluation skills in students, promoting a growth mindset.
- 7. Counseling and Reporting:** Identify students with unsatisfactory progress, provide counseling, and report concerns to the Head of Department.
- 8. Parental Liaison:** Maintain communication with parents, keeping them informed about their child's progress and involving them in the mentoring process as needed.

By fulfilling these responsibilities, you will play a pivotal role in shaping the academic and personal growth of your students. We appreciate your commitment to this endeavor and look forward to a productive and successful academic session.


Dean Academic Affairs

A copy of the above is forwarded to followings:

1. Director, RPSGOI
2. Principal, RPSDC
3. Registrar, RPSGOI
4. All Heads
5. IQAC
6. Controller of Examination
7. IT Cell for updating on college website