



# **DVS College of Arts and Science, Shimoga – 577 201**



## **MENTORS- MENTEE FORMATION MEETING MINUTES**

**DATE: 10-10-2022**

**TIME: 4 PM**

**VENUE: SINGARA SABHANGANA**

### **AGENDA:**

- 1. Call of the order given by the principal.**
- 2. To form mentor- mentee committee.**
- 3. To frame the guidelines of mentoring system.**
- 4. To establish an active mentoring by conducting regular interactions.**
- 5. Vote of thanks.**

### **PROCEEDINGS:**

The principal welcomed all the members and placed the agenda of the meeting and also asked the members to participate in the debates actively by their valuable suggestions.

#### **Agenda 1.2**

##### **To form mentor- mentee committee.**

The principal initiated the meeting by explaining the importance of mentor-mentee as it is mandatory in every HEI. Thus it is mandatory to establish mentoring in the institution for the well being of students. The members agreed with this agenda and opined to form a vibrant mentor- mentee committee. The body thus constituted will serve the need of the mentees.

#### **Agenda 1.3**

##### **To frame the guidelines of mentoring system.**

The principal and the members discussed about the guidelines, nature and objectives of the mentoring that has to be laid down in order to ensure uniform mentorship. The mentors will be allotted mentees and the mentors are assigned to keep the records of their respective mentees, to be in constant contact, to assist and motivate the students and also to conduct

regular personal counseling. The principal insisted on these guidelines which will in turn be executed by the mentors.

**Agenda 1.4**

**To establish an active mentoring by conducting regular interactions.**

The members then unanimously agreed to establish an active mentoring in the institution. The principal suggested that there must be regular interactions between the mentors and their allotted mentees. The responsibility of the mentees should be taken up by the mentors effectively and if there any issues raised the mentors must intervene and resolve the issues efficiently.

**VOTE:**

All the members gave their consent to the decisions taken based on the deliberations pertaining to the agendas discussed.


**RESOLUTION:**

It was unanimously resolved by the committee to accept the form the mentoring system decisions taken with reference to the agendas and to follow up the action.

**VOTE OF THANKS:**

The principal thanked all the members.

**PRINCIPAL**

  
**Principal**  
D.V.S. College of Arts & Science  
Shimoga.

## **MENTORS- MENTEE MEETING MINUTES**

**DATE: 14-02-2023**

**TIME: 4 PM**

**VENUE: SINGARA SABHANGANA**

### **AGENDA:**

- 1. Call of the order given by the principal.**
- 2. To guide and assist the mentees in their academic endeavours.**
- 3. To instruct the mentors to maintain proper track records and progress of the mentees.**
- 4. To conduct regular counseling of the mentees.**
- 5. Vote of thanks.**

### **PROCEEDINGS:**

The principal welcomed all the mentors and placed the agenda of the meeting and also asked the mentors to participate in the debates actively by their valuable suggestions.

#### **Agenda 1.2**

##### **To guide and assist the mentees in their academic endeavors.**

The principal initiated the meeting by explaining the importance of mentor-mentee as it is mandatory in every HEI. The mentors were instructed to actively participate in the institution and in this regard they must assist and guide their mentees in their academic journey. The mentors must impartially consider all the mentees and must provide them with all the help and assistance they may require in their endeavors.

#### **Agenda 1.3**

##### **To instruct the mentors to maintain proper track records and progress of the mentees.**

The principal instructed the mentors present in the meeting to maintain a proper record of the mentees pertaining to their academics and co-curricular activities. The mentors must

regularly update the records with proper documentation. The mentors must also track the academic performance of their mentees and if required must provide them the assistance to improve their academic performance.

#### **Agenda 1.4**

##### **To conduct regular counseling of the mentees.**

The principal and the mentors unanimously agreed to conduct regular personal counseling of the mentees. The counseling helps the teachers to understand the problems and grievances of the students. The counseling establishes a better prospect between the mentors and mentees. During the covid-19 pandemic lockdown online mentoring was also advised in order to meet the requirements of the changing times.

#### **VOTE:**

All the mentors gave their consent to the decisions taken based on the deliberations pertaining to the agendas discussed.


#### **RESOLUTION:**

It was unanimously resolved by the members to establish an interactive mentoring system with reference to the agendas and to follow up the action.

#### **VOTE OF THANKS:**

The principal thanked all the members.

**PRINCIPAL**

  
**Principal**  
D.V.S. College of Arts & Science  
Shimoga.