



St. JOSEPH'S COLLEGE OF ENGINEERING
(An Autonomous Institution)
You Choose, We Do It
St. JOSEPH'S INSTITUTE OF TECHNOLOGY
(An Autonomous Institution)
We Make You Shine
St. JOSEPH'S GROUP OF INSTITUTIONS
OMR, CHENNAI - 119

5.

Role of Mentors

Sl. No.	Role
1.	Maintaining and updating Mentees academic dairy and ERP
2.	Close monitoring of Mentees class attendance
3.	Informing parents about the absence of Mentees to the college
4.	Informing Mentees academic performance in Model and University examination to parents
5.	Ensuring the receipt of consent form from parents in case of any On-duty permission
6.	Ensure the availability of subject class notes for the current semester and arrear subjects if any
7.	Results Analysis of Mentees in Model Examinations and University Examinations
8.	Updating the progress of mentees during Mentoring sessions by assessing all 12 parameters.
9.	Regular follow-up of placement readiness
10.	Passing any academic Circulars / Information to mentees
11.	Motivating Mentees to participate in technical events
12.	Ensuring students have under gone Internship and details are uploaded in ERP

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