**Roles & Responsibilities of Academic Advisors/ Mentors**

**Academic Advisors:**

1. Academic advisors are appointed for every class in each semester.
2. Shall be responsible for the maintenance of class room facilities.
3. Shall maintain the student registration forms duly signed by the HOD.
4. Shall communicate all notices/ circulars to the students.
5. Shall inform the students regarding changes in the time table/ classrooms.
6. In case of additional working days, shall prepare the time table and communicate the same to all stake holders.
7. Shall permit the participation of students in co/extra- curricular activities after verifying his/her academic credentials. Certificates of above participants shall be collected and forwarded to the respective faculty in-charge periodically.
8. Shall maintain & display the progress reports after each phase of assessment. The same shall be communicated to the parents.
9. Shall ensure that only eligible students are attending the classes as per the notifications issued from the office from time to time.
10. Shall maintain the records of medical/other certificates duly certified by HOD.
11. Shall ensure that University attendance & IA marks of students of their respective classes are entered in to the University portal/file.

**Mentor:**

1. Each mentor shall be allotted a maximum of 20 students and verifying contact numbers.
2. A mentor from the parent department shall continue mentoring the same group of students from 2nd to 4th year.
3. In a semester a minimum of three meeting with the allotted students shall be arranged.
   1. The student data sheet, performance assessment and periodic mentoring reports shall be recorded
   2. Advice students in their career development and professional guidance.
   3. Contact parents / guardians if situation demands.
   4. Intimate HOD and suggest any administrative action required on the basis mentor-mentee meeting.
4. Continuously monitor, counsel and guide & motivate students in all academic/ any other matters.
5. Shall maintain & display the progress reports after each phase. The same shall be communicated to the parents.

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