



SITYOG INSTITUTE OF TECHNOLOGY

Growth Center, Jasoiya More, Aurangabad (Bihar) 824102

Approved By AICTE Under Govt. of India (Ministry of HRD), Affiliated to Aryabhata Knowledge University, Patna

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Ref. : SIT/R/181/22

Dated...03/01/22.....

NOTICE

Student Mentorship Program

With reference to letter no- WB/TEQIP-III/ 37-2018 dated 29.10.2018 from DST, Patna- Bihar **Student Mentorship Program** is introduced and **Students Mentorship Cell (SMC)** is constituted. SMC consist of one faculty member from each department with the following designations-

- SMC Head
- SMC coordinator

Head of Department (HoD) will,

- a. Meet all Mentors of his / her department at least once a month to review the proper implementation of the system to undersigned.
- b. Advice mentor wherever necessary
- c. Initiate administrative action on students when necessary
- d. Keep the Head of Institute informed.

The Student Mentorship Cell (SMC) will be responsible for

- a. Assign Faculty Mentor in start of each session
- b. Maintaining the record of all faculty mentors and their respective mentees from all departments.
- c. Regular evaluation and check the **mentorship file**.
- d. Maintaining Mentorship file submitted after passing out of particular batch.

Faculty Mentors will be responsible for

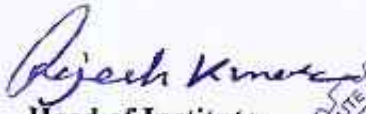
- a. Maintaining the mentorship file as the guidelines mentioned.
- b. Provides the students' information sheet to each mentee on the first day of the semester and ensure that each mentee fills the information and compiles it in his/her **mentorship file**.
- c. Ensure that all mentor-mentee meeting planned during the semester are held on time


Rajesh Kumar



- d. Any issue reported by mentee will be recorded in the mentorship file and report to HoD.
- e. The issue which is not resolved at department level will be recorded in Minutes of Meeting and will be taken to Head of Institute.
- f. Mentor has to ensure that the academic journey of the student is running smooth by keeping following points in mentoring process-
- Help the student to take informed decisions at each and every stage of their academic.
 - If any faculty teaching their subject from time table is on leave and their class is vacant, it is your responsibility to engage the class and inform to HoD.
 - Insure that mentee is good in his/her attendance in Class, Lab, Workshop, Seminar, Program and any Activity running in college.
 - Insure that mentees are evaluated regularly with the help of Weekly Test, Assignment, Mid- Term exam and mentee with less than 60% marks should be given regular counseling and action taken should be filed in **mentorship file**.
 - In case of short attendance regular counseling is required and maintain the record in **mentorship file**.
 - Interact with parents regarding student's academic/achievement / indiscipline maintain the record in **mentorship file**.
 - Schedule a regular meeting with the mentees at least thrice 4 times in a semester and solve all kinds of issues faced by students during their stay in the Institute mentioning in **mentorship file**.
 - Any change in students' information sheet should be corrected only by mentor after proper verification.
 - Encourage students to participate in co-curricular activities.
 - Provide Timely feedback regarding any issue to HoD/ HoI

Format to maintain Mentorship File is attached from next Page.


Head of Institute
SITYOG Institute of Technology



Student Information Sheet

(77) (G)

To be submitted to the respective mentor on the first day of the semester

Academic Year: _____

Semester: _____

| | | | |
|--|---|---|-------------|
| Name of the student: | | Father's Name: | |
| Roll No. - | | Email ID of parents: | |
| Email ID of student: | | Mobile/Landline No. of parents: | |
| Mobile No. of student: | | Permanent Address: | |
| Blood group of student: | | Course in which student has a failure grade | |
| Allergies, if any: | | Course Code | Course Name |
| Name & Email ID of Teacher Mentor: | | | |
| | | | |
| | | | |
| Cumulative Grade Point Average (CGPA) till last declared result: | | | |
| Status: Hosteller / Day Scholar – Please tick | | Hosteller | Day Scholar |
| In case of hosteller | | In case of day scholar | |
| Name of Hostel: | Travelling in College Bus: YES / NO (Circle the right choice) | | |
| | If, YES | If, NO | |
| Room No. - | Bus No. | Name and contact No. of local guardian/PG Owner | |
| | Pick Up Point | Type of vehicle by which travelling to the college: | |
| Name & Contact No. of Warden: | Travelling from (Write complete address): | Registration No. of the Vehicle: (Write NA if travelling by City Bus) | |
| | | Do you have a valid driving license: YES/NO | |
| | | If Yes, is it for Two-Wheeler/Four Wheeler (Tick) | |
| | | Driving License No. | |
| | | Valid from: | Valid upto: |

Courses taken by the student in the current semester

| Sr. No. | Course Code | Course Name | Sr. No. | Course Code | Course Name |
|---------|-------------|-------------|---------|-------------|-------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Students must ensure minimum 75% attendance in all courses in which they are registering in the current semester. In case of non-compliance of the instruction, the university may debar the students from appearing in the Semester Examination

Note: Parents are requested to cross-verify the information filled in by their ward in the registration form and then sign. They should keep a photocopy of this form. Mentors are required to check all information filled in by the student and verify the facts.

Signature of Student
with date

Signature of Parent
with date

Signature of Teacher Mentor
with date

Rajesh Kumar



STUDENT MENTORSHIP CELL (SMC)

Vision of SMC

Through the mentorship program, the mentors will prepare the mentees or students to conquer the challenges they face while embarking on a new journey of life.

Mission of SMC

SMC is dedicated to create an environment for growth and development of the student to become successful and in providing the services, resources, and support needed to confide with his or her major goal or career aspirations.

SMC-Objectives

1. To assist students transitioning and provide them with resources to aid in major/social/ personal/ academic exploration.
2. To assist undergraduate students in the College to achieve high levels of retention and progression towards their degree.
3. To provide support to students and develop relationships and networks on campus.
4. To provide an additional point of contact for the students to gain knowledge of the academic system, the admission process, Department Resources, and campus resources in a structured mentee-mentor format.

Coordinator, Student Mentorship Programme



Mentor - Mentee Allocation List

B.TECH

| Year | Department | Reg. Number | Student Name | Faculty Mentor |
|-------------|--------------------|-------------|------------------------|-----------------|
| I | CE | 22101106001 | Ankit kumar | INDRAJEET KUMAR |
| | | 22101106002 | FARAZ AHMAD | |
| | | 22101106004 | PRITI MAURYA | |
| | | 22101106005 | LAWKUSH KUMAR | |
| | | 22101106007 | ARYAN KUMAR | |
| | | 22101106008 | Priya kumari | |
| | | 22101106009 | SURYANSHU KUMAR | |
| | | 22101106010 | AKASH KUMAR | |
| | | 22101106011 | FARHAN AHMAD | |
| | | 22101106014 | Abhishek kumar | |
| | | 22101106015 | NEHA KUMARI | |
| | | 22101106017 | Sonam Kumari | |
| | | 22101106018 | NITESH PASWAN | |
| | | 22101106019 | NITISH KUMAR | |
| | | 22101106020 | PRINCE KUMAR | |
| | | 22101106021 | NISHU KUMAR MANDAL | RAJEEV NAYAN |
| | | 22101106022 | ROSHAN KUMAR | |
| | | 22101106024 | RAUSHAN KUMAR | |
| | | 22101106025 | OMPRAKASH KUMAR | |
| | | 22101106026 | AJEET KUMAR SHARMA | |
| | | 22101106027 | YOGENDRA KUMAR | |
| | | 22101106029 | ANURANJAN KUMAR | |
| | | 22101106030 | VIKASH KUMAR | |
| | | 22101106031 | NIRAJ KUMAR | |
| | | 22101106032 | SANDEEP KUMAR RAM | |
| | | 22101106033 | Dhramvir Kumar | |
| | | 22101106035 | KAMENDRA KUMAR | |
| | | 22101106036 | ANJALI KUMARI | |
| | | 22101106037 | SHIVAM KUMAR | |
| | | 22101106038 | NIRAJ KUMAR | |
| | | 22101106039 | ROUSHAN KUMAR | SANOJ KUMAR |
| | | 22101106040 | ASRAF ANSARI | |
| | | 22101106041 | KARTIKEY SINGH | |
| 22101106042 | KARAN KUMAR | | | |
| 22101106043 | SAJAN KUMAR | | | |
| 22101106044 | ANAND KUMAR | | | |
| 22101106045 | RAJ KUMAR | | | |
| 22101106046 | PRIYANSHU BHARDWAJ | | | |
| I | ME | 22102106001 | PRINCE KUMAR | RANJEET KUMAR |
| | | 22102106002 | DEEPAK KUMAR | |
| | | 22102106003 | GAUTAM KUMAR | |
| | | 22102106004 | SHANI KUMAR | |
| | | 22102106006 | RAJESH KUMAR | |
| | | 22102106007 | KAUSHAL KUMAR | |
| | | 22102106008 | CHINTU SHARMA | |
| | | 22102106009 | AMARJEET KUMAR | |
| | | 22102106010 | RAKESH KUMAR CHAUDHARY | |
| 22102106011 | VAIBHAW SINGH | | | |



Ranjeet Kumar

| | | | |
|-------------|--------------------|---------------------|----------------------|
| | 22102106012 | UJJWAL MAURYA | VAIBHAV KUMAR |
| | 22102106014 | VIVEK KUMAR | |
| | 22102106015 | CHANDRAKANT KUMAR | |
| | 22102106016 | PRINCE KUMAR THAKUR | |
| | 22102106017 | NITISH KUMAR | |
| | 22102106018 | DEEPAK KUMAR | |
| | 22102106019 | DIKSHIT KUMAR | |
| | 22102106020 | PRINCE KUMAR | |
| | 22102106022 | BULLU KUMAR SINGH | |
| | 22102106023 | MUKHTAR MUHAMAD | |
| I | 22103106001 | ANUSHKA KUMARI | ASHWINI KUMAR MISHRA |
| | 22103106002 | PRITY KUMARI | |
| | 22103106003 | VIVEKANAND KUMAR | |
| | 22103106004 | SAURABH RAJ | |
| | 22103106005 | ANJU KUMARI | |
| | 22103106006 | SHUBHAM KUMAR | |
| | 22103106007 | CHANDNI KUMARI | |
| | 22103106008 | AMAN KUMAR SINGH | |
| | 22103106009 | PRINCE KUMAR | |
| | 22103106010 | Mukesh kumar | |
| EE | 22103106011 | SHIV PRAKASH KUMAR | AMRIT KUMAR |
| | 22103106012 | NITISH KUMAR | |
| | 22103106013 | SONU KUMAR | |
| | 22103106015 | BANTY KUMAR | |
| | 22103106016 | ABHAY PAL | |
| | 22103106017 | AJAY KUMAR | |
| | 22103106018 | VINOD KUMAR | |
| | 22103106019 | MD MANSHAV | |
| | 22103106020 | SHIVAM KUMAR | |
| | 22103106021 | TARUN KUMAR | |
| | 22103106022 | KHUSHBU KUMARI | DR. SUNIL KUMAR JHA |
| | 22103106026 | IRSHAD ALI | |
| | 22103106028 | ABHIJEET KUMAR | |
| | 22103106029 | ABHISHEK KUMAR | |
| | 22103106030 | DEEPAK KUMAR | |
| | 22105106001 | IVA KUMARI | |
| | 22105106002 | MD ZAID | |
| | 22105106003 | RAJ KUMAR SINGH | |
| | 22105106004 | PIYUSH KUMAR SINGH | |
| | 22105106005 | SAURAV SHUBHAM | |
| 22105106006 | PRINCE KUMAR | | |
| 22105106007 | SURAJ KUMAR | | |
| 22105106008 | AMAN KUMR DUBEY | | |
| 22105106009 | VIKESH KUMAR | | |
| 22105106010 | RAHUL KUMAR | | |
| 22105106011 | NAVNEET RAJ | | |
| 22105106012 | NIVAS KUMAR | | |
| 22105106013 | RAVI RANJAN | | |
| 22105106014 | SONU KUMAR | | |
| 22105106016 | SHISHUKANT CHAUHAN | | |
| 22105106017 | SUNANDA KUMARI | | |
| 22105106018 | SATYAVEER KUMAR | | |
| 22105106020 | MAYA KUMARI | | |
| 22105106021 | PINKU KUMAR | | |



| | | | | |
|-------------|--------------|-------------|----------------------|---------------------|
| I | CSE | 22105106022 | Amrendra Kumar Amrit | RUBY SINGH |
| | | 22105106023 | AVESH RAJ SINGH | |
| | | 22105106024 | DHANANJAY KUMAR | |
| | | 22105106025 | SAQLAIN SARWAR | |
| | | 22105106026 | MD IMRAN ANSARI | |
| | | 22105106027 | MD EJAJ ANSARI | |
| | | 22105106028 | KAJAL KUMARI | |
| | | 22105106029 | JITENDRA KUMAR | |
| | | 22105106030 | NAMRATA KUMARI | |
| | | 22105106031 | SHUBHAM KUMAR SINGH | |
| | | 22105106032 | ALOK KUMAR | |
| | | 22105106033 | KIRTI RANI | |
| | | 22105106034 | NIDHI KUMARI | |
| | | 22105106035 | NEHA KUMARI | |
| | | 22105106036 | MALIKA ASHRAFI | |
| | | 22105106037 | Mohammad taliv salam | |
| | | 22105106038 | MD MURAD | |
| | | 22105106039 | KARAN KUMAR | |
| | | 22105106040 | ZEYA ASHRAFI | |
| | | 22105106042 | SHASHI KUMAR | |
| | | 22105106043 | RISHU RAJ | |
| | | 22105106044 | PRIYA KUMARI | SIKANDRA KUMAR OJHA |
| | | 22105106045 | RAVISH KUMAR | |
| | | 22105106046 | ANKITA KUMARI | |
| | | 22105106047 | SHOBHA KUMARI | |
| | | 22105106049 | UMESH KUMAR | |
| | | 22105106051 | Rahul Kumar Rai | |
| | | 22105106052 | Gyan kumar Rai | |
| | | 22105106055 | POOJA KUMARI | |
| | | 22105106056 | PRIYANSHU SHEKHAR | |
| | | 22105106057 | JANAK KUMAR | |
| | | 22105106058 | NUDRAT FATMA | |
| | | 22105106059 | SAURABH MISHRA | |
| 22105106060 | PRITY KUMARI | | | |



Rajesh Kumar

Mentor - Mentee Allocation List

B.TECH

| Year | Department | Reg. Number | Student Name | Faculty Mentor |
|-------------|------------------------|---------------|--------------------|-----------------|
| II | CE | 21101106001 | DEVENDRA KUMAR RAI | PRIYANKA KUMARI |
| | | 21101106001 | NIRBHAY KUMAR | |
| | | 21101106002 | SONU KUMAR | |
| | | 21101106003 | MANISH TIWARI | |
| | | 21101106006 | SATYAM KUMAR | |
| | | 21101106007 | GULSAN KUMAR | |
| | | 21101106008 | VIKASH KUMAR | |
| | | 21101106012 | JYOTI KUMARI | |
| | | 21101106013 | SAURABH KUMAR | |
| | | 21101106014 | CHITRANJAN KUMAR | |
| | | 21101106018 | RANJAN KUMAR | |
| | | 21101106026 | KUNAL KUMAR KUNDAN | |
| | | 21101106027 | AKSHAY KUMAR | |
| | | 21101106028 | NISHANT KUMAR JHA | |
| | | 21101106029 | SAJAL SHARMA | |
| | | 21101106030 | CHIKU SINGH | PALLAV SARAS |
| | | 21101106031 | VIVEK RAJ | |
| | | 21101106032 | JAY KUMAR | |
| | | 21101106033 | INDAL KUMAR | |
| | | 21101106034 | DEEPAK KUMAR | |
| 21101106035 | VIVEK KUMAR | | | |
| 21101106036 | DIPU RAJ | | | |
| 21101106037 | ROHIT KUMAR SINGH | | | |
| 22101106901 | GARIMA SINH | | | |
| 22101106902 | ABHISHEK KUMAR | | | |
| 22101106903 | AMRITA KUMARI | RANJEET KUMAR | | |
| 22101106905 | BHASKAR KUMAR | | | |
| 21102106001 | RADHESHYAM KUMAR | | | |
| 21102106004 | NILESH KUMAR | | | |
| 21102106005 | PREMESHANKAR CHAUDHARY | | | |
| 21102106006 | RAHUL KUMAR | | | |
| 21102106007 | PRINCE KUMAR PANDIT | | | |
| 21102106008 | NITESH KUMAR | | | |
| 21102106009 | PRINCE KUMAR | | | |
| 21102106010 | ABHAY LAL RAM | | | |
| 21102106012 | PANKAJ KUMAR | | | |
| 21102106013 | MD ZAFAR WARIS | | | |
| 22102106903 | DEEPAK KUMAR | | | |
| 22102106904 | SAURAV KUMAR | | | |
| II | EE | | 21103106001 | VIVEK KUMAR |
| | | 21103106007 | KIRAN KUMARI | |
| | | 21103106008 | MUSKAN KUMARI | |
| | | 21103106009 | VIJAY KUMAR | |
| | | 21103106010 | RITESH KUMAR | |
| | | 21103106011 | HEMANT KUMAR | |
| | | 21103106011 | SURAJ KUMAR SINGH | |
| | | 21103106013 | AMIT KUMAR | |
| | | 21103106014 | AJIT KUMAR | |
| 21103106015 | SONAM KUMARI | | | |

SAMARJEET SINGH



| | |
|-------------|------------------------|
| 21103106018 | DHANJEE SHARMA |
| 21103106019 | MITHLESH KUMAR |
| 21103106020 | RAHUL RANJAN GUPTA |
| 22103106901 | SANJEET KUMAR |
| 22103106902 | AMIT KUMAR |
| 21105106001 | MD KAUSHAR ANSARI |
| 21105106002 | SANJU KUMARI |
| 21105106003 | SUDHIR KUMAR |
| 21105106004 | BHUSHAN KUMAR |
| 21105106005 | KUMAR GAURAV |
| 21105106006 | NITISH KUMAR NISHAD |
| 21105106007 | VINAY KUMAR |
| 21105106008 | ADITYA KUMAR |
| 21105106009 | RINKI KUMARI |
| 21105106010 | HARSH DIWANA |
| 21105106013 | GIRI RAJ KUMAR SHAMBHU |
| 21105106014 | RAJNANDANI KUMARI |
| 21105106015 | SUSHILA KUMARI |
| 21105106016 | BADAL KUMAR |
| 21105106017 | RAHUL KUMAR |
| 21105106018 | SAVITRI KUMARI |
| 21105106019 | PRATIK KUMAR |
| 21105106020 | CHANDAN YADAV |
| 21105106021 | ANKIT KUMAR ACHARYA |
| 21105106022 | GUNJAN KUMARI |
| 21105106023 | GAYATRI KUMARI |
| 21105106024 | SIMRAN KUMAR |
| 21105106025 | ANSH KUMAR TIWARI |
| 21105106028 | SHUBHAM KUMAR |
| 21105106029 | SHOBHA KUMARI |
| 21105106030 | MOHIT PANDEY |
| 21105106032 | HASAN RAJA KHAN |
| 21105106033 | DEEPAK KUMAR |
| 21105106035 | ANIKET KUMAR |
| 21105106036 | SATISH KUMAR URAON |
| 21105106039 | RAUSHAN KUMAR |
| 21105106040 | VIKRAM KUMAR |
| 21105106041 | MALA KUMARI |
| 21105106042 | AMAN KUMAR |
| 21105106043 | SUNNY SINGH |
| 21105106044 | SURUCHI SINGH |
| 21105106046 | CHANDAN KUMAR |
| 21105106047 | ACHAL RAJ |
| 21105106048 | ROHIT KUMAR |
| 21105106049 | PAWAN KUMAR |
| 21105106051 | ROHIT KUMAR |
| 21105106052 | MD ARIF |
| 21105106053 | ARTI KUMARI |
| 21105106055 | DEEPAK KUMAR |
| 21105106056 | PRIYANSHU SINGH |
| 21105106057 | NITISH KUMAR |
| 21105106058 | SATYA DEV KUMAR |
| 21105106059 | MD ADNAN AHMAD |

BIBHA KUMARI

AAKASH KUMAR

RANJEET PANDEY



II

CSE

| | | |
|--|-------------|-----------------|
| | 21105106060 | DEEN DYAL KUMAR |
| | 22105106902 | SAURABH KUMAR |




Rajesh Kumar

Mentor - Mentee Allocation List

B.TECH

| Year | Department | Reg. Number | Student Name | Faculty Mentor | |
|-------------|---------------------|--------------|-------------------------|----------------|--------------|
| III | CE | 20101106003 | BIKESH KUMAR | VIVEK KUMAR | |
| | | 20101106004 | KANHAIYA KUMAR | | |
| | | 20101106005 | PURUSHOTAM KUMAR | | |
| | | 20101106006 | RAKESH KUMAR | | |
| | | 20101106007 | SONAL KUMAR | | |
| | | 20101106009 | SANDEEP KUMAR | | |
| | | 20101106010 | SAMEER KUMAR | | |
| | | 20101106011 | AMIT KUMAR | | |
| | | 20101106012 | SABINDAR KUMAR | | |
| | | 20101106013 | PRAFULL PATEL | | |
| | | 20101106014 | ATUL KUMAR UPADHYAY | | |
| | | 20101106015 | SHASHI BHUSHAN PASWAN | | |
| | | 20101106017 | ATIF MASUM | | |
| | | 20101106018 | AMRESH KUMAR | | |
| | | 20101106021 | SACHWANT KUMAR | | |
| | | 20101106022 | AJIT KUMAR | | |
| | | 20101106023 | PRINCE KUMAR | | |
| | | 20101106024 | BASANT KUMAR | | |
| | | 20101106026 | ASHOK KUMAR | | |
| | | 20101106027 | HARIOM KUMAR | | |
| | | 20101106028 | ZAFAR ALAM | | |
| | | 20101106030 | RAGHVENDRA PRATAP SINGH | | GAUTAM KUMAR |
| | | 20101106031 | ANKIT RAJ | | |
| | | 20101106032 | NEHAL AHMAD | | |
| | | 20101106033 | RAVI RANJAN KUMAR | | |
| | | 20101106034 | RAM KUMAR | | |
| | | 20101106035 | VIKASH KUMAR | | |
| | | 20101106036 | DHEERAJ RAJ | | |
| | | 20101106037 | GAURAV KUMAR SINGH | | |
| | | 20101106038 | ANISH KUMAR | | |
| | | 20101106039 | DHIRAJ KUMAR | | |
| | | 20101106040 | DILIP KUMAR | | |
| | | 21101106901 | KUMAR MITANSHU | | |
| | | 21101106902 | ABHISHEK KUMAR | | |
| | | 21101106903 | DIVYA KUMARI | | |
| | | 21101106904 | ANKIT KUMAR | | |
| 21101106905 | SHUBHAM KISHOR | | | | |
| 21101106906 | BIKASH BISWAS | | | | |
| 21101106907 | VIKASH KUMAR | | | | |
| 20102106001 | AKASH KUMAR SINGH | GAUTAM KUMAR | | | |
| 20102106003 | SAGAR PANDEY | | | | |
| 20102106006 | SANDEEP KUMAR | | | | |
| 20102106007 | PRINCE KUMAR PASWAN | | | | |
| 20102106008 | VIKASH KUMAR | | | | |
| 20102106009 | SURAJ KUMAR | | | | |



| | | | | | | | |
|-------------|---------------------|----------------|---------------------|-------------|---|------------------|--------------|
| III | ME | 20102106010 | SHIVAM KUMAR PANDEY | SURAJ | | | |
| | | 20102106011 | SHRIRAM KUMAR | | | | |
| | | 20102106013 | VIDYASAGAR KUMAR | | | | |
| | | 20102106016 | GULSHAN KUMAR | | | | |
| | | 20102106017 | AMIT KUMAR | | | | |
| | | 20102106018 | SHANKAR KUMAR | | | | |
| | | 20102106019 | NITISH KUMAR PAL | | | | |
| | | 20102106020 | GAUTAM KUMAR | | | | |
| | | 20102106022 | ASHISH PANDEY | | | | |
| | | 21102106901 | ATUL ANAND | | | | |
| | | 21102106902 | ADITYA ANKUR | | | | |
| | | III | EE | | 20103106002 | PINTU KUMAR | NISHA BHARTI |
| 20103106004 | ADITYA AMRIT | | | | | | |
| 20103106008 | CHANDAN KUMAR | | | | | | |
| 20103106009 | PINTU KUMAR | | | | | | |
| 20103106011 | ARJUN KUMAR | | | | | | |
| 20103106012 | MUNNA KUMAR | | | | | | |
| 20103106013 | RAHUL KUMAR | | | | | | |
| 20103106014 | ABHAY SINGH | | | | | | |
| 20103106015 | SACHIN SAURABH | | | | | | |
| 20103106016 | MD SUHAIL SAAHIL | | | | | | |
| 20103106018 | MAJIL HUSSAIN | | | | | | |
| 20103106019 | BHARAT KUMAR SHARMA | | | | | | |
| 21103106901 | POONAM KUMARI | | | | | | |
| III | CSE | | | 20105106001 | ATUL KUMAR | RAJ KUMAR MANDAL | |
| | | | | 20105106002 | HEMANT KUMAR | | |
| | | 20105106003 | VANDNA KUMARI | | | | |
| | | 20105106004 | RAJ NANDANI KUMARI | | | | |
| | | 20105106006 | ALOKIT KUMAR PASWAN | | | | |
| | | 20105106007 | VINISHA KUMARI | | | | |
| | | 20105106008 | VANDANA KUMARI | | | | |
| | | 20105106009 | NIRAJ KUMAR | | | | |
| | | 20105106010 | DEEPAK KUMAR | | | | |
| | | 20105106011 | RAEES HUSSAIN | | | | |
| | | 20105106012 | ADITYA KUMAR | | | | |
| | | 20105106013 | SHIVAM KUMAR | | | | |
| | | 20105106014 | SANT KUMAR YADAV | | | | |
| | | 20105106015 | VISHAL KUMAR | | | | |
| | | 20105106016 | AYUSH KUMAR PRINCE | | | | |
| | | 20105106017 | SAURABH KUMAR | | | | |
| | | 20105106018 | SUDAMA PAL | | | | |
| | | 20105106019 | PULKIT PRAKASH | | | | |
| | 20105106020 | SWEETY KUMARI | | | | | |
| | 20105106021 | JAYRAM KUMAR | | | | | |
| | 20105106022 | UJJWAL KUMAR | | | | | |
| | 20105106023 | KAVINDRA KUMAR | | | | | |
| | 20105106024 | NITESH KUMAR | | | | | |
| | 20105106025 | VICKY KUMAR | | | | | |
| | 20105106026 | SAURABH KUMAR | | | | | |
| | 20105106027 | SHAKSHI GUPTA | | | | | |
| | | | | |  RUBY SINGH | | |

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| 20105106029 | PRIYA KUMARI |
| 20105106030 | SURAJ KUMAR SHARMA |
| 20105106031 | MANDEEP KUMAR |
| 20105106032 | SONAM KUMARI |
| 20105106033 | SIMRAN SINGH |
| 20105106034 | ANKIT KUMAR SINHA |
| 20105106035 | MANISH KUMAR |
| 20105106036 | DEEPAK KUMAR |
| 21105106901 | ANKIT KUMAR |



Rejeesh Kumar

Mentor - Mentee Allocation List

B.TECH

| Year | Department | Reg. Number | Student Name | Faculty Mentor | |
|------|------------|-------------|-------------------------|---|-----------------|
| IV | CE | 17101106023 | SAMEER GHANI | RAJEEV NAYAN | |
| | | 19101106002 | AMAN KUMAR | | |
| | | 19101106003 | SUJEET KUMAR YADAV | | |
| | | 19101106004 | PANKAJ KUMAR | | |
| | | 19101106008 | ABDUL BARIK JAWED | | |
| | | 19101106009 | AMAR KISHOR AMBANI | | |
| | | 19101106010 | SURENDRA KUMAR | | |
| | | 19101106011 | RAHMAT ALI | | |
| | | 19101106012 | PRANJAL KUMAR | | |
| | | 19101106014 | RAJAN RAJ | | |
| | | 19101106015 | VIVEK KUMAR | | |
| | | 19101106016 | TRIBHUWAN RAM | | |
| | | 19101106017 | CHANDRASHEKHAR KUMAR | | |
| | | 19101106018 | ABHISHEK KUMAR | | |
| | | 19101106020 | RAUSHAN KUMAR | | |
| | | 19101106021 | AKASH KUMAR | | |
| | | 19101106022 | RAJNISH KUMAR | | |
| | | 19101106023 | NISHANT KUMAR | | |
| | | 19101106024 | MD SALMAN ANSARI | | |
| | | 19101106025 | NARENDRA KUMAR | | |
| | | 19101106026 | VISHAL KUMAR | | INDRAJEET KUMAR |
| | | 19101106027 | SANIDHYA SINGH | | |
| | | 19101106028 | FIROJ ANSARI | | |
| | | 19101106029 | PINTU KUMAR RAM | | |
| | | 19101106030 | RANJAN KUMAR | | |
| | | 19101106031 | AJAY KUMAR | | |
| | | 19101106033 | ANKITA KUMARI | | |
| | | 19101106034 | NITISH KUMAR | | |
| | | 19101106035 | ATUL SHEKHAR | | |
| | | 19101106036 | NITISH KUMAR | | |
| | | 19101106038 | MD NEJAMUDDIN | | |
| | | 19101106039 | MANJESH KUMAR | | |
| | | 19101106040 | VINOD KUMAR | | |
| | | 19101106042 | KISOR KUNAL | | |
| IV | ME | 18102106008 | ANISH KUMAR SINGH |  <i>Rajesh Kumar</i> VAIBHAV KUMAR | |
| | | 19102106002 | SANJAY KUMAR | | |
| | | 19102106004 | BABLU KUMAR | | |
| | | 19102106005 | TINKU KUMAR | | |
| | | 19102106006 | NIKHIL KUMAR | | |
| | | 19102106007 | SHUBHAM KUMAR SINGH | | |
| | | 19102106009 | ARJUN KUMAR | | |
| | | 19102106011 | RAVIRANJAN KUMAR | | |
| | | 19102106012 | RAKESH RANJAN SRIWASTAV | | |
| | | 19102106013 | SANDEEP KUMAR | | |
| | | 19102106014 | MANJAY KUMAR | | |
| | | 19102106015 | DAROGA KUMAR | | |
| | | 19102106016 | SAHIL RANJAN | | |
| | | 19102106017 | MAHENDRA PRASAD | | |

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| 19102106019 | KAMLESH KUMAR |
| 19102106020 | DILEEP KUMAR |
| 19102106021 | MANISH KUMAR |
| 19102106022 | OM PRAKASH SINGH |
| 19102106024 | ABHISHEK KUMAR CHANDRAVANSI |
| 19102106025 | NAJARE ALAM |
| 19102106026 | SAHITYA RAJ |
| 19102106027 | ASHUTOSH RAJ |
| 19102106028 | ANKUSH KUMAR |
| 19103106001 | SUSHANT KUMAR |
| 19103106002 | CHANDAN KUMAR |
| 19103106003 | RAGINI KUMARI |
| 19103106005 | VISHWJEET KUMAR |
| 19103106006 | SANTOSH KUMAR |
| 19103106007 | CHAND KUMAR RAJ |
| 19103106008 | ASHUTOSH KUMAR |
| 19103106010 | JITENDRA KUMAR |
| 19103106011 | SACHI KUMARI |
| 19103106012 | HARSH KUMAR PANDEY |
| 19103106014 | AMRESH KUMAR |
| 19103106015 | MONU KUMAR |
| 19103106016 | VIKASH KUMAR PASWAN |
| 19103106018 | RITESH KUMAR |
| 19103106019 | AMIT KUMAR |
| 19103106020 | PANKAJ KUMAR |
| 19103106022 | CHANDAN KUMAR |
| 20103106902 | DUSHYANT SINGH |
| 20103106903 | AMRESH KUMAR |
| 20103106904 | DHANANJAY KUMAR |
| 16105106022 | KHUSHBOO KUMARI |
| 18105106006 | SONAM BHARTI |
| 19105106002 | ANUPAMA KUMARI |
| 19105106004 | RAHUL KUMAR |
| 19105106005 | VIKASH KUMAR |
| 19105106007 | ANISHA KUMARI |
| 19105106009 | MAHESHVARANAND UPADHYAY |
| 19105106011 | SHRISHTIKA JAISWAL |
| 19105106012 | VAGEESHA BHARTI |
| 19105106013 | GAURAV KUMAR |
| 19105106014 | ABHISHIK KUMAR |
| 19105106015 | KUNDAN KUMAR |
| 19105106017 | GOLDI KUMARI SINGH |
| 19105106018 | ANKIT KUMAR |
| 19105106019 | NIKHAT PERWEEN |
| 19105106020 | POOJA KUMARI |
| 19105106021 | SHWETA KUMARI |
| 19105106022 | OMPRAKASH KUMAR |
| 19105106023 | RISHABH RAJ |
| 19105106024 | VIKASH KUMAR |
| 19105106028 | RAJA KUMAR |
| 19105106029 | SHIVANI |
| 19105106030 | AMISHA MISHRA |

IV

EE

AMRIT KUMAR

IV

CSE

SHIVANI RAI



Rajesh Kumar

| | |
|-------------|-----------------------------|
| 19105106031 | SUMIT PRASAD |
| 19105106032 | VIVEK KUMAR |
| 19105106033 | MD TAHSIN |
| 19105106035 | RISHIKESH BHARDWAJ |
| 19105106036 | AJAY KUMAR |
| 19105106037 | HIMANSHU RANJAN SHRIVASTAVA |
| 19105106038 | SALONI SINGH |
| 19105106039 | ARPANA KUMARI |
| 19105106040 | ARADHYA RAUSHNI |
| 19105106041 | RAHUL RAJ |
| 19105106042 | ASHWINI KUMARI |

SIKANDRA KUMAR OJHA



Sikandra Kumar Ojha

Role of Mentor

- Mentor would be the Guardian-on-campus for the student/mentee
- Maintain the student information sheet of student [Contact details, Parents, Blood group allergies to medicine, past achievements etc.].
- Any kind of leave sanction by mentor. [Keep Xerox of leave form]. All student's record e.g. his leave records/official leave/medical leave/hostel leave etc maintained by mentor in his mentorship file.
- Undertaking in case of short attendance and regular counseling of such cases.
- Continuous monitoring of his/her mentees
- Interaction with parents regarding student's academics/ achievement/indiscipline.
- Maintain any kinds of achievements [appreciate and keep consent form in records].
- Undertaking in case of any disciplinary action and grooming of such cases regularly by providing them a personal touch.
- Regular monitoring and diagnostic type of counseling for academically lacking students.
- Remarks for short attendance given by mentor based upon the genuinity of the case.
- Schedule of regular meetings with mentees at least thrice in a semester and to solve all kinds of issues faced by students during their stay in the Institute.
- Any change in name address or any error in all details is corrected only after mentor remarks based upon proper verification.
- Keeping a record of registration to new courses /new semester of his/her mentees. Student contact to authorities for any task through his/her mentor only except some exceptional cases.
- Encourage students to excel in their professional areas by providing them an advance exposure of emerging areas in their respective streams.
- New information provided to student by mentor [indoor/outdoor opportunities].
- To encourage students to participate actively in co-curricular activities. Any participation of the student indoor/outdoor is judged by activity in-charge and based upon his/her remarks; mentor forwards his/her case to dean student's affair.
- To provide mentees constructive and supportive feedback in a timely manner.
- Provide timely feedback regarding any issues to HoD in the monthly meetings.

Mentor Interaction Timeline

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SCHEDULE OF MENTORSHIP TASKS:

| Sr. No | Mentorship Task Description | Important Dates |
|--------|---|-----------------|
| 1. | Mentor Allotment and List of Mentees finalised | |
| 2. | Registration and *First Mentorship Meeting – Mention Date | **Week 1 - |
| 3. | Regular Class Work Starts | |
| 4. | Submission of status List of Unregistered/ Unreported Student | |
| 5. | Inspection of Mentor File | |
| 6. | *Second Mentorship Meeting – Mention the exact meetings dates once the meeting has been conducted (Update Mentorship Files and add comment on student on file if required) | **Week 4 - |
| 7. | Student list with low performance (w.r.t attendance, marks, participation in co-curricular activities) and behavioral problems prepared – Actions to be taken is planned | |
| 8. | *Third Mentorship Meeting – Mention the exact meetings dates once the meeting has been conducted (Update Mentorship Files and add comment on student on file if required) | **Week 8 - |
| 9. | Submission of Student performance report in mentorship cell along with status of submission. | |
| 10. | *Fourth Mentorship Meeting– Mention the exact meetings dates once the meeting has been conducted (Update Mentorship Files and add comment on student on file if required) | **Week 12 - |
| 11. | Preparation of list of Students who have attendance below 75% - Send information to parents and talk to parents Preparation of list of Students having attendance less than 25% - Arrange a meeting with the parents in college premises | |
| 12. | Action Taken report for the students with low performance (w.r.t attendance, marks, participation in co-curricular activities) and behavioral problems. | |

Note:

*Faculty members are advised to convey meeting dates to students through announcement in the class/ whatsapp/email/call etc. well in advance.

**Generally one semester comprises of 15 weeks

Co-ordinator
SMC



Rajesh Kumar

RECORD OF MINUTES OF MEETING – (I/II/III/IV)

NAME OF MENTOR _____

SECTION _____

PROGRAM _____

| DATE | TIME | VENUE | TOPIC OF CONVERSATION | TYPE OF INFORMATION YOU PROVIDED | ANY FEEDBACK FROM MENTEE | REMARKS/ANY SOLUTION FROM MENTOR |
|------|------|-------|-----------------------|----------------------------------|--------------------------|----------------------------------|
| | | | | | | |

- Attach attendance sheet in preferred format.

SIGNATRE OF MENTOR

Rajesh 

Record of Communication With Parents

Name of Mentor: _____ Batch: _____
 Degree Programmes: _____ Semester: _____ Academic Year: _____

| Sl. No. | STUDENT ID | STUDENT NAME | DATE | TYPE OF COMMUNICATION (PERSONAL/In person/ meeting/online/ video) | NAME AND RELATION OF THE PERSON WITH WHOM COMMUNICATION WAS DONE | TOPIC OF CONVERSATION | OUTCOME OF CONVERSATION | ANY SUGGESTIONS FROM THE PARENTS | SIGN | DATE OF ENTRY IN FILE | REMARKS |
|---------|------------|--------------|------|---|--|-----------------------|-------------------------|----------------------------------|------|-----------------------|---------|
| | | | | | | | | | | | |
| | | | | | | | | | | | |



Sitog Institute of Technology Aurangabad

**ACTION TAKEN REPORT FOR REGULAR MAINTENANCE OF PERFORMANCE OF STUDENT HAVING
CGPA < 6.0**

| Sr.No. | Student Roll No. | Student Name | Description | Follow up Action |
|--------|------------------|--------------|-------------|------------------|
| | | | | |
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- *Attach proof/any supporting document for action taken.*

SIGNATRE OF MENTOR

Rajesh Kumar

