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GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF TECHNICAL EDUCATION
GOVERNMENT POLYTECHNIC :: RAJAMPETA
Near Akepadu X Road, Kadapa - Tirupati Hwy, Rajampeta, Andhra Pradesh- 516126



MINUTES OF MEETING OF MENTORS CELL

Venue: Principal's Chamber

Date: 25.11.2024

Time: 11:00 AM onwards

Agenda:

1. Consolidated review of three years of mentoring implementation.
2. Plan for digital tracking of mentoring through ERP/Google Forms.
3. Creation of a mentor handbook with guidance templates.
4. Planning orientation session on proctoring for new faculty.

Minutes of the Meeting:

- 100% mentor-mentee coverage achieved across all three years.
- Proposal to digitalize mentor data and reports from 2025–26 onwards was approved.
- Decision taken to draft a mentor handbook by August 2025.
- Orientation session for new mentors scheduled in September.

Resolutions:

1. Prepare mentor handbook and circulate to all departments.
2. Digitize monthly mentoring reports using a shared Google Form system.
3. New faculty mentor orientation to be held before semester commencement.

Signatures:

Name	Designation	Role	Signature
Dr. Y. Sudhakar	Principal	Chairman	
Sri Shaik Aejaz Ahamed	Lecturer/Mech.	Convener	
Smt. K. Padmavathamma	SL/Physics	Member	
Sri N. Raja	Lecturer/Maths	Member	