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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: 22nd September 2023

Time: 11:00 AM onwards

Agenda:

1. Review of proctoring outcomes from the previous academic year.
2. Identify mentees with low attendance and academic performance.
3. Plan for peer mentoring among high and low performers.
4. Evaluation of mentor feedback submission regularity.

Minutes of the Meeting:

- Academic performance analysis helped identify 14 students needing remedial support.
- Proctoring data supported interventions in behavior-related issues.
- Peer mentoring between top-performing and struggling students initiated successfully.
- 90% of faculty submitted mentor feedback reports on time.

Resolutions:

1. Continue peer mentoring in all departments.
2. Monthly follow-ups to be tracked and signed by mentors and HODs.
3. Arrange mentor training workshop in December 2023.

Signatures:

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