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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:** 28.09.2022

**Time:** 11:00 AM onwards

### Agenda:

1. Review of existing mentor-mentee assignments.
2. Monitoring mechanism for academic, attendance, and behavioral issues.
3. Documentation format for mentor observations.
4. Strengthening of communication between mentors and parents.

### Minutes of the Meeting:

- Each faculty member has been assigned 15–20 mentees.
- Monthly mentor reports were collected regularly during the 2021–22 session.
- It was suggested to use a uniform format for academic, personal, and behavioral tracking.
- Parent interaction was successfully done for detained students last semester.

### Resolutions:

1. Maintain mentor logbooks for each student, updated monthly.
2. Conduct parent-mentor review meetings once per semester.
3. Include a student self-assessment sheet in the mentor file.

### Signatures:

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