

CIRCULAR 1- 2020-2021

5 November 2020

1. **Online Progress card** will be available in student login/progress card for parents to view any time
2. Mentor-Mentee Record Maintenance:
 - **Online Mentor-Mentee form** is available as last year for all batches
 - **The mentor- mentee days for this semester is**
 - Kindly meet the students online/g meet and fill student's details

<i>Semester</i>	<i>Mentor-Mentee day</i>
SEM 1	9.11.2020
SEM 3	10.11.2020
SEM 5	11.11.2020

- Existing mentor mentee roll numbers can be followed this semester
 - New batch (2020-2023) have to be allotted mentors by the HOD
 - HODs have to allocate mentee roll numbers (within department) to regular staff.
 - The Mentor can choose a convenient day in the week if they are availing leave on the date mentioned.
3. **One Report per semester** has to be entered in the online mentor-mentee form
 4. Staff are requested to update their achievements in CIS.
 5. Online Parents feedback will be available in Student login. Kindly inform the students about this.



IQAC Coordinator

