

COLLEGE OF ENGINEERING & MANAGEMENT, KOLAGHAT

No. CEM/107/D/1014/MAKAUT/Misc/ 01 /2025

12th June, 2025

MEMO

Coordinator – Mentoring & MAR

To strengthen and streamline the student mentoring system, a committee has been constituted with immediate effect.

The committee members:

- Dr. Chinmoy Maiti, AP, CSE Dept. - Coordinator Mentoring (Chief Mentor) & MAR.
- Prof. Abhinaba Bhattacharyya, AP, CSE Dept. - Member.

Functions and responsibilities:

1. Assigning faculty mentors to all students in consultation with the Director before the commencement of each academic session.
2. Develop and circulate the time schedule for the submission of mentee reports before the beginning of each semester.
3. Collect weekly attendance reports from Heads of Departments (HoDs), and share them with Mentors and Head Mentors.
4. Collect the names of Head Mentors from the respective Heads of Departments, who will report to him directly.
5. Circulate Mentor Report Forms (MRFs) to all concerned mentors.
6. Conduct regular meetings with Head Mentors to review mentoring activities, and maintain records of such meetings.
7. Oversee the overall mentoring framework and report progress to the undersigned at regular intervals.
8. Planning year-wise MAR activities for the students.
9. Any other task assigned by the undersigned from time to time.

All faculty concerned are requested to extend full cooperation to the committee for the effective implementation of the mentoring system. Prof. Biswajit Datta is requested to hand over all relevant documents to Prof. Chinmoy Maiti.


Prof. Dr. Dimp Kumar Gayen
Director

Copy to:

1. All HoDs – Circulate among faculty members
2. Concerned Committee Members
3. Prof. Biswajit Datta