

MEMO

Coordinator – Mentoring

To strengthen, streamline, and bring greater focus to the student mentoring system, the following appointment is made with immediate effect:

Prof. Mritunjoy Midya – Coordinator, Mentoring (Chief Mentor)

Functions and Responsibilities

1. In consultation with the Director, assign faculty mentors to students before each academic session.
2. In consultation with respective HoDs, select and appoint Head Mentors (Departmental Mentoring Coordinators) to liaise between faculty mentors and the Chief Mentor.
3. Conduct regular meetings with Head Mentors to review mentoring activities and maintain proper records.
4. Identify and implement steps to enhance student academic engagement, personal well-being, and overall effectiveness of the mentoring system, and submit a consolidated progress report to the undersigned every fortnight.
5. Propose and organize training or orientation sessions for faculty mentors and counselling sessions for mentees, if required.
6. Perform any other task assigned by the undersigned from time to time pertaining to student welfare and mentoring.

All faculty members are requested to extend their full cooperation and support to the Chief Mentor for the successful and effective implementation of this vital system.

Dr. Chinmoy Maiti is requested to hand over all relevant documents related to mentoring to Prof. Mritunjoy Midya.

Further, Memo No. CEM/107/D/1014/MAKAUT/Misc/01/2025 dated 12th June, 2025 stands cancelled with immediate effect.


(Dr. Dilip Kumar Gayen)

Director

Copy to:

1. All HoDs – with a request to circulate among the faculty members.
2. Prof. Mritunjoy Midya
3. Dr. Chinmoy Maiti.
4. OIC–Examination – with a request to update the information in the MAKAUT portal.
5. Prof. Kaushik Sinha – with a request to update the information in the College portal.