

Progressive Education Society's
Modern College of Arts, Science and Commerce (Autonomous)
Shivajinagar, Pune 5

Date : 15 October 2021

Notice about Allocating mentors to the students

This is to inform to all the class advisors of all the FY, SY & TY UG classes and PG Part 1 and Part 2 classes that the mentor mentee list of their respective class is to be submitted to igac@moderncollegepune.edu.in on or before 30th October 2021.

The following procedure is to be followed while preparing the mentor-mentee list.

- a. Download the roll list of the class from Mograsis ERP in excel format. Use application named "Student list with names"
- b. Prepare the list of teachers teaching that particular class.
- c. Divide the total number of students in the class by total number of teachers teaching to that class.
- d. The result of division, say value 'x' is the number of mentee students for each teacher teaching to that class.
- e. Assign those 'x' student to each teacher, prepare the list.

Please note that the mentor teacher has to take the responsibility of the mentee students w.r.t. his/ her attendance, overall progress, any other problems the student might face, regular communication with the student w.r.t. the notices, information to be given to the student.


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