



Department of Applied Sciences & Humanities
 ATAL BIHARI VAJPAYEE
 GOVT. INSTITUTE OF ENGINEERING & TECHNOLOGY,
 PRAGATINAGAR, DISTT. SHIMLA (H.P)-171202,
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No. 02

Date: 13-12-2021

OFFICE ORDER

Peer and Mentor Groups of B.Tech Ist semester have been formed as per the tables given below. A Faculty mentor and a student mentor (from B.Tech. 3rd sem) have been allotted to each group. Concerned teachers and students are advised to hold weekly meetings in order to assist the Ist sem. students with their studies or any other problems which they might be facing.

| Teacher Mentor- Dr. Reena Sharma; Student Mentors- Abhishek Thakur, Deeksha Deeksha Sharma, Harsh Tripathi | | | |
|---|---------------------|-----------------|---------------------|
| | Group-A (CSE) | Group-B (CSE) | Group-C (CSE) |
| 1 | Akhil Sharma | Akshita Chauhan | Aman Jamwal |
| 2 | Anjali Thakur | Ayush Pandit | Gaurika |
| 3 | Harsh Sharma | Jahanvi | Jaspreet Singh |
| 4 | Shivam | Shivani Gaura | Shruti |
| 5 | Aarb Thakur | Aditya Chandel | Antriksh Singh Rana |
| 6 | Ishant Kasana | Khushabu Sharma | Nikunsh Sood |
| 7 | Akhil Thakur | Ankita | Ashish Thakur |
| 8 | Deepak Kumar Siddhi | Gourav Sharma | Harshit Verma |
| 9 | Shalini Bhatia | | |
| Teacher Mentor- Dr. Sanjay Kalta; Student Mentors- Jatin, Naman Kumar, Sakshi Sharma | | | |
| | Group-A (CSE) | Group-B (CSE) | Group-C (CSE) |
| 1 | Maliniansu Thakur | Namrata | Paras Dhiman |
| 2 | Rashita Thakur | Rishant Sharma | Rishita Sharma |
| 3 | Ritu Bhatt | Samar Thakur | Sarika Sharma |
| 4 | Vishal Kumar | Vivek Sen | Shakshi |
| 5 | Arun Kumar | Ayush Thakur | Ayushi Thakur |
| 6 | Sahil Sharma | Sarthak Kaul | Shagun |
| 7 | Simran Jamwal | Supender Singh | Nikhilesh Rana |
| 8 | Sahil Chauhan | Sanchit Rana | Shagun Gupta |
| 9 | Mukul Sharma | | |
| Teacher Mentor-Ms. Divya Sharma; Student Mentors- Ritisha Sharma, Aaryan, Ayush Sharma | | | |
| | Group-A (ECE) | Group-B (ECE) | Group-A (EE) |
| 1 | Alisha | Gaurav Thakur | Abhay Sharma |
| 2 | Pranav Sharma | Nikhil Rana | Abhay Verma |
| 3 | Shivanshu Chaudhary | Vishal Bhatia | Abhinav |
| 4 | Abhay Sharma | Akshit Banyal | Abhishek Kumar |
| 5 | Manasvi Jassal | Sheeya Rana | Abhishek Rana |
| 6 | Tanvi | Tushar | Aditya Sharma |
| 7 | | | Aditya Thakur |
| Teacher Mentor-Dr. Desh Raj; Student Mentors- Jatin, Parika Thakur Sahil | | | |
| | Group-B (EE) | Group-C ((EE) | Group-D (EE) |
| 1 | Akhil Thakur | Aryan Thakur | Lakshay |
| 2 | Akshit Sood | Chirag Sahib | Manasvi Parmar |
| 3 | Ankit | Gaurav | Manpreet Soni |
| 4 | Ankit Kumar Banta | Himanshu Thakur | Mohit |
| 5 | Ankit Sharma | Insiya | Nikhil Thakur |
| 6 | Ankush Sharma | Jatin Verma | Nitesh Thakur |
| 7 | Anmol Jeet Sharma | Kalpita Sharma | Nivesh Kumar |
| 8 | Aryan Dhiman | Kartik Sharma | Pankaj Sharma |

Teacher Mentor-Mr. Gaurav Mahajan; Student Mentors- Riya Chauhan, Shubham Sharma

| | Group-E ((EE)) | Group-F ((EE)) | |
|---|----------------------|----------------|--|
| 1 | Paras Sharma | Sakshi Lohia | |
| 2 | Prince Kumar Changra | Shivam Yadav | |
| 3 | Prince Sharma | Sneh Bhardwaj | |
| 4 | Rajnish Sharma | Srishti Negi | |
| 5 | Rishika Guleria | Sushant Sharma | |
| 6 | Rohit Dhiman | Tarun Bhardwaj | |
| 7 | Rohit Vishal | Vishal Kotwal | |
| 8 | Sahil Chauhan | | |

ROLE

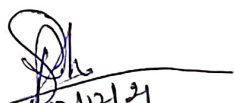
The Student Mentor shall assist students over a range of areas including counselling & welfare support, student support services, organizing and carrying out several student events throughout the year, educational and career-related events/services, national student affairs including language and acclimatization matters, operational and day to day matters & general administration. The Student Mentor works individually and under the direct supervision of the Head of the Department but has autonomy in prioritizing and completing tasks. This involves working professionally and cooperatively in a team environment.

RESPONSIBILITIES

The Student Mentor is responsible for the support provided to students to assist them to maximize their ABVGIET experience and academic achievement. The mentoring service supports students to address any issues or concerns which impact their studies through a range of activities including, one on one counseling & workshops. Some additional responsibilities may include those prescribed by the Government of Himachal Pradesh/AICTE/HPTU/DTE from time to time.

| Area | Outcomes |
|---|---|
| Student Welfare and Counselling | <p>Provide individual and or group counseling to students on a range of educational, personal, or any other issues.</p> <p>Act as an advisor and or consultant to students on issues related to the emotional aspects of learning and students' welfare.</p> <p>Assist domestic & non-H.P. students in raising their cultural acclimatization.</p> <p>Provide career and soft skills advice.</p> <p>Organize on-campus job-seeking activities including one on one with students and group workshops.</p> |
| Implementation of Policy, Procedures and guidelines | <p>Provide advice to the reporting officer in matters relating to students affairs particularly in assisting to look after the welfare of all the students.</p> <p>Ensure the implementation of relevant ABVGIET student counseling services.</p> |
| Student Advocacy | <p>Provide free, independent, and confidential advice and support to students, on all matters concerning academics and administrative rights.</p> <p>Represent or advocate for students in meetings or discussions with staff and committees and guide students through processes including appeals, complaints, or</p> |

| | |
|-----------------------------|---|
| | misconduct findings. |
| Student Welfare | Assist in all areas of Student welfare, including Study, Skills programs and career seminars. Work on programs that will assist the integration of domestic and national students and look at functions that will benefit their personal development. |
| Management and organization | To manage and maintain proper records for all the counseling sessions held for future reference and audit purposes. To organize talks, seminars, and student development programs on areas relevant to the students. To deliver talks during the orientation/induction periods. |
| Alumni | Establish and maintain links with ABVGIET Alumni. |
| Reporting | Provide regular written reports reporting officer monthly on all activities undertaken to improve the welfare and affairs of all students at ABVGIET and on the overall state of the ABVGIET counseling function/matters (must include a summary of student issues, specific issues, and how such issues were resolved, etc). On a trimester basis (must include a summary of students counseled during the semester and the type of counseling requested/applications received – ordered from the most popular to the least accessed. |
| Special projects | Ensure special projects and tasks assigned (as may be from time to time) are carried out efficiently and effectively. |
| Other duties | Other projects or duties as required from time to time, as agreed upon by both parties and directed by the Head of the Institute. |


12/12/21
O.I.C (AS & H)

Endst. No. ABVGIET/B.T./T.T./AS&H/-2016, 483 - 486
Copy To:

1. OIC Academics, for information.
2. All Concerned faculty members
3. All concerned Students
4. ~~Student~~ Notice Board/Website Coordinator for updates on Website


12/12/21
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