



**Shri Sharda Bhavan Education Society's
INSTITUTE OF TECHNOLOGY & MANAGEMENT**

VIP Road, Nanded-431 602(M.S.), INDIA

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Ph. D.

College has been included under section 2 (f) & 12 (B) of the UGC Act, 1956, Accredited by NAAC 'B' 2.49 CGPA

Recognized by Govt. of Maharashtra, Approved by A.I.C.T.E., New Delhi & Affiliated to S.R.T.M. University, Nanded

Ref. S.S.B.E.S'I.T.M.2026-2027/ 255

Date: 10 JUL 2026

OFFICE ORDER

Constitution of Mentor-Mentee Committee

To strengthen the academic support system, promote holistic development of students, and provide continuous guidance for their academic, personal, and professional growth, the following **Mentor-Mentee Committee** is hereby constituted for the Academic Year **2026-2027**.

The Committee shall oversee the effective implementation of the Mentor-Mentee System in the Institute and ensure regular interaction between mentors and mentees.

The Committee shall consist of the following members:

Sr. N	Name	Designation in Committee	Contact No.
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1	Dr. V. W. Wagh	Chairperson	9324070020
2	Dr. N. N. Bharkad	Coordinator	7709893377
3	Dr. P. H. Tamgadge	Member	9028822183
4	Dr. A. K. Joshi	Member	7588427071

Roles and Responsibilities

The Mentor-Mentee Committee shall:

1. Develop and implement an effective Mentor-Mentee System across all programmes.
2. Allocate students to faculty mentors in an equitable manner.
3. Ensure that mentors conduct regular meetings with their mentees and maintain appropriate records.
4. Guide students regarding academic performance, career planning, higher education, placements, internships, entrepreneurship, and personal development.
5. Identify students requiring academic or psychological support and recommend appropriate counselling or remedial measures.
6. Monitor attendance, academic progress, discipline, and overall well-being of students through periodic mentoring sessions.
7. Organize orientation programmes for mentors and mentees to enhance the effectiveness of the mentoring process.
8. Review the functioning of the mentoring system periodically and submit reports with recommendations to the Head of the Institution.

All faculty mentors shall maintain a Mentor Diary/Record Book and submit progress reports to the Committee as and when required.

The Committee shall function in accordance with the policies and regulations of the Institute. The tenure of the Committee shall be **one years** or until further orders, whichever is earlier.

This Office Order shall come into force with immediate effect.

Director
Shri Sharda Bhavan Education Society's
Institute of Technology & Management
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