

Responsibilities of Mentor

- Take care of students in homely manner.
- Daily reporting by students to Mentors at College
- Maintain Separate File for International Students including following documents and send this information to GTU's International Students' Cell as and when required
 - Joining Report
 - Attendance Record
 - Leave Record
 - Personal Information
 - Academic Progress Report
 - Police station record in case of out station leave
- Monitoring of Hostel Facilities
- Monitoring of Personal behavior
- Try to solve their query / problem
- Help him/ her to understand Indian Culture
- Inform to GTU's International Students Cell in case of any difficulty
- Send monthly report of students to GTU
- Correspondence with GTU International Student Cell about different Reports for the students (Joining Report, Progress Reports, Fees of the students,
- Authentication of reports by Mentor and Director/ Principal in all GTU correspondence

Each institute should submit following details about the Mentor to GTU

Mentor Details

- Name of Mentor
- Contact Number
- Email Address
- Institute Name & GTU Code

Co -Mentor

- Name of Co-Mentor
- Contact Number
- Email Address
- Institute Name & Code

Note: In case of Female International Students, Co-mentor must be a lady faculty.