



PROCTORIAL / MENTOR–MENTEE SYSTEM LOGBOOK

DEPARTMENT OF MECHANICAL ENGINEERING

Name of Mentor: _____

Designation: _____

Academic Year: _____

Student Profile

Name of Student: Ramesh Kumar (Sample)

Roll No.: DME-23-045

Semester: III

Parent Contact: 9XXXXXXXXX

Academic & Attendance Record (Sample Filled – NAAC Evidence)

Semester	Attendance (%)	CT-1	CT-2	CT-3	Sessional Marks	Remarks
III	86%	18	20	19	57	Satisfactory progress

Mentor–Mentee Meeting Record (Sample)

Date	Issues Discussed	Guidance / Action Taken	Student Signature	Mentor Signature
12-08-2025	Low CT-1 marks	Advised remedial classes & study plan	Signed	Signed

Signature of Mentor: _____

Signature of HOD: _____

Date: _____