**2.3.3 Ratio of Mentor to Students for Academic and Other Related Issues**

**(Data for the Latest Completed Academic Year 2023-24)**

**Circular Pertaining to assigning mentors to mentees**

The Heads of respective departments assigns mentors to each student and prepares a list for **circulation** to intimate students and their respective mentors.

* Mentors shall,
  + Continuously monitor, counsel, guide, and motivate the students in all academic matters.
  + Advise students regarding choice of electives, projects, internships, etc.
  + Contact parents/guardians if the situation demands e.g. academic irregularities, negative behavioral changes, and interpersonal relations, detrimental activities, etc.
  + Advise students in their career development/professional guidance.
  + Maintain a detailed progressive record of the student.
* Exclusion:
  + The Principal/Deans are relaxed from mentoring, however they may be allotted with a few mentees, if required.

**PRINCIPAL**

**Circular Pertaining to assigning mentors to mentees**

**Sample Circulars pertaining to assigning mentors to mentees**

|  |  |
| --- | --- |
| **Academic Year** | **2023-24** |
| **Number of Mentors from all the Program** | **108** |

|  |  |  |
| --- | --- | --- |
| **Sl. No.** | **Program** | **Document link** |
|  | Basic Science & Humanities | [View Document](https://cloud.aiet.org.in/storage/NAAC/NAAC%20AQAR%20(2023-24)/CRITERIA%202/2.3.3/Circulars/I%20Year%20Circular.pdf) |
|  | Civil Engineering | [View Document](https://cloud.aiet.org.in/storage/NAAC/NAAC%20AQAR%20(2023-24)/CRITERIA%202/2.3.3/Circulars/CV-%20Mentor%20Mentee%20Circular%20and%20List.pdf) |
|  | Computer Science & Engineering | [View Document](https://cloud.aiet.org.in/storage/NAAC/NAAC%20AQAR%20(2023-24)/CRITERIA%202/2.3.3/Circulars/CSE%20Circular.pdf) |
|  | Computer Science & Design | [View Document](https://cloud.aiet.org.in/storage/NAAC/NAAC%20AQAR%20(2023-24)/CRITERIA%202/2.3.3/Circulars/CSD%20Mentor_Mentee_List.pdf) |
|  | Mechanical Engineering | [View Document](https://cloud.aiet.org.in/storage/NAAC/NAAC%20AQAR%20(2023-24)/CRITERIA%202/2.3.3/Circulars/ME_CIRCULAR%20-2023-24.pdf) |
|  | Artificial Intelligence & Machine Learning | [View Document](https://cloud.aiet.org.in/storage/NAAC/NAAC%20AQAR%20(2023-24)/CRITERIA%202/2.3.3/Circulars/AIML%20Circular%20and%20Mentor%20List.pdf) |
|  | Agriculture Engineering | [View Document](https://cloud.aiet.org.in/storage/NAAC/NAAC%20AQAR%20(2023-24)/CRITERIA%202/2.3.3/Circulars/AG-Circular%20and%20List.pdf) |
|  | Master of Business Administrations | [View Document](https://cloud.aiet.org.in/storage/NAAC/NAAC%20AQAR%20(2023-24)/CRITERIA%202/2.3.3/Circulars/MBA_CIRCUILAR.pdf) |
|  | Electronics & Communication Engineering | [View Document](https://cloud.aiet.org.in/storage/NAAC/NAAC%20AQAR%20(2023-24)/CRITERIA%202/2.3.3/Circulars/ECE%20-Mentor%20circular.pdf) |
|  | Information Science & Engineering | [View Document](https://cloud.aiet.org.in/storage/NAAC/NAAC%20AQAR%20(2023-24)/CRITERIA%202/2.3.3/Circulars/ISE%20Circular%20Mentor.pdf) |