

### **2.3.3 Ratio of Mentor to Students for Academic and Other Related Issues (Data for the Latest Completed Academic Year)**

#### **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.

**Circular Pertaining to assigning mentors to mentees**

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

Sl. No.	Academic year	Branch	Document link
1.	2020-21	Civil Engineering	<a href="#">View Document</a>
2.		Computer Science & Engineering	<a href="#">View Document</a>
3.		Electronics & Communication Engineering	<a href="#">View Document</a>
4.		Information Science & Engineering	<a href="#">View Document</a>
5.		Mechanical Engineering	<a href="#">View Document</a>
6.		Master's in Business Administrations	<a href="#">View Document</a>
7.		Basic Science & Humanities	<a href="#">View Document</a>