**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 |
|  | 2020-21 | Civil Engineering | [View Document](https://cloud.aiet.org.in/storage/NAAC/criteria-2/2.3.3/CIRCULARS/CV_Mentor_Circular.pdf) |
|  | Computer Science & Engineering | [View Document](https://cloud.aiet.org.in/storage/NAAC/criteria-2/2.3.3/CIRCULARS/CSE_Mentor_Circular.pdf) |
|  | Electronics & Communication Engineering  | [View Document](https://cloud.aiet.org.in/storage/NAAC/criteria-2/2.3.3/CIRCULARS/ECE_Mentor_Circular.pdf) |
|  | Information Science & Engineering  | [View Document](https://cloud.aiet.org.in/storage/NAAC/criteria-2/2.3.3/CIRCULARS/ISE_Mentor_Circular.pdf) |
|  | Mechanical Engineering  | [View Document](https://cloud.aiet.org.in/storage/NAAC/criteria-2/2.3.3/CIRCULARS/ME_Mentor_Circular.pdf) |
|  | Master’s in Business Administrations  | [View Document](https://cloud.aiet.org.in/storage/NAAC/criteria-2/2.3.3/CIRCULARS/MBA_Mentor_Circular.pdf) |
|  | Basic Science & Humanities | [View Document](https://cloud.aiet.org.in/storage/NAAC/criteria-2/2.3.3/CIRCULARS/BASIC-SCIENCE_CIRCULAR.pdf) |