***2.3.3: Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)***

2.3.3.1 Number of mentors

2.3.3.2 Number of students assigned to each Mentor

**Circulars Pertaining to Assigning Mentors to Mentees-**

A well define procedure for mentor-mentee activity is given below. A mentor is allotted to each class at department level by Head of the Department. The list of mentor-mentee is submitted to principal through college level coordinator for approval. The list of mentor for latest completed year (2019-20) is attached below (pg. no. 2)

**INDEX**

|  |  |  |
| --- | --- | --- |
| **Sr. No.** | **Description** | **Pg. No.** |
|  | Tutor Meeting Process | 1 |
|  | Mentor list for Semester-I | 2 |

1. **Tutor Meeting Process**

**Conduct tutor meeting as per the frequency**

**Record the points raised and try to resolve it**

**Discuss unresolved points/issues in Head of Department meeting**

**Communicate actions initiated to the students**

**Discuss in Principal meeting and resolve**

**All issues resolved?**

**Yes**

**No**

1. **Mentor list for Semester-I**

****