



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-

Case Study

A well define procedure for mentor-mentee activity is given below. A case study of ETC department is explained in consistent with SoP.

SOP for Mentor-Mentee Activity

| Sr. No. | Description | Pg. No. |
|----------------|---|----------------|
| 1. | Notice/Circular to assign Mentor to mentee | 2 |
| 2. | Assignment of mentor to mentee by the head of the department | 3 |
| 3. | Submission of Mentor report to class teacher | 11 |
| 4. | Submission of compile Mentors report by class teacher to department coordinator. | 12 |
| 5. | Submission of compile Mentor report of the department by department coordinator to college coordinator. | 13 |
| 6. | Report submission to Principal | 14 |