

Ref. No. MIET/IQAC/2026-27/02

Date: 21/07/2026

Notice**(Guidelines for Counselling and Mentor – Mentee Work: 2026-27)**

1. Regarding the mentoring system, in general, approximately 20-30 mentee (students allotted to one mentor (faculty, at department level. The mentor mentee allocation may be as per following:
 - a) B. Tech - Year students will be allocated to the faculty members teaching in B.Tech – 1 Year
 - b) From III semester onwards, concerned department's faculty members will be allocated as mentor
 - c) Allotted students (to any mentor may belong to any one year of study (say all 20 students of II year allotted to one faculty) or may vary from II/III/IV year of study (say 5-7 students of II year, 5-7 students of III year and 5-7 students of IV year are allotted to one faculty)
 - d) Dept. can adopt suitable policy for allocation of mentor mentee (if further required)
 - e) Re-allotment will be done if either student is passed-out or faculty left the job new joining
2. Any student having any problem (related to academics and personal, should approach to respective mentor for its sharing/solution.
3. Mentor should be treated Local Guardian of the student.
4. Each mentor must meet his/her mentee at least twice per semester.
5. Each mentor is required to maintain the record of all the allotted mentees in the prescribe format (that can be obtained from respective HOD, hard-copy), separately to one mentee – one format). All the related documents record-keeping is to be maintained by the respective mentor.
6. Each mentor will have a Whatsapp group of mentees allocated to her him. In this whatsapp group, respective class-counselor, program leader and HODs will also be added as member Mentor should remain in touch through phone whatsapp etc. with parent of mentee till concerned).
7. Data progress record-keeping/interaction of mentor- mentee will be mentioned on a regular basis at department level through mentor/program leader concerned and at central level (through central level mentoring / counseling cell).
8. Any student having any problem (related to academics and personal). May approach either to mentor or any of the members of counseling cell for its sharing/solution.

However, any department can update this process through DQAC and subsequent approval of IQAC.

Prof. (Dr.) Sanjay kr. Singh
Director

Copy for information and necessary action to:

- 1) Hon'ble Chairman and Vice Chairman
- 2) Dean- Academics, Associate Dean-IQAC, Associate Dean-CSIT, Associate Dean-CSE Allied, Dean- Students Welfare, all other Deans
- 3) All the HODs, All the faculty members and all the staff members
- 4) Registrar, ERP, Account Section, Hostel Warden, Transport I/c, Admin Officer, Notice Board.