



# T.J.S ENGINEERING COLLEGE

Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai.

Accredited by NAAC / ISO 9001:2015 Certified Institution

TJS Nagar, Peruvoyal, Near Kavaraipettai, Gummidipoondi Taluk, Thiruvallur District -601206



<b>2.3.3. QnM</b>	<b>Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )</b>
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Circular



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## INTERNAL CIRCULAR-1



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## INTERNAL CIRCULAR

TJSEC/Circular/2021-2022

Date: 16.09.2021

All the HOD's are requested to assign mentors for their respective department students. On 23-09-2021 Mentors are requested to assemble in principal room to discuss about mentor mentee allocation and their responsibilities.

**PRINCIPAL**

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**T.J.S. ENGINEERING COLLEGE**

Peruvoyal, Kavaraipettai,

Gummidipoondi Taluk, —

Thiruvallur Dist - 601 206.

Copy to

1. The Chairman,
2. The Director,
3. Administrative Officer,
4. All HOD's
5. Library
6. Exam Cell
7. Placement Officer
8. Transport Manager
9. Canteen Supervisor
10. Security





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## Minutes Of Meeting-Allocation Mentor-Mentee

Date: 23.09.2021

Meeting held on 23.09.2021 at 10.00am in the Principal chamber. The agenda of the meeting is

- Allocation of mentees to the Mentors through concern department Heads for the academic year 2021-2022.
- Mentors are requested to note down their mentees personal details, academic details, Co-curricular and extra-curricular details.
- A Mentor should provide guidance and support to their mentees
- Mentee should be open to listening to and exploring new creative ideas
- Mentor should keep track of their mentees attendance CAT exam results and end semester examination results.
- Every Tuesday last hour Mentor has to meet their mentees and facilitate learning opportunities correspond to their mentees learning style
- Mentee should have an open mind to take feedback positively
- End of the week the status report of Mentees must be discussed with their concern department Head's and arrange Parents Meeting accordingly.



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## **INTERNAL CIRCULAR-2**



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## INTERNAL CIRCULAR

TJSEC/Circular/2021-2022

Date: 01.10.2021

All the HODs are requested to assemble along with their mentors on 7.10.21 at 10.40 am in the principal room to discuss their mentee's performance.

  
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Copy to

- 11.The Chairman,
- 12.The Director,
- 13.Administrative Officer,
- 14.All HOD's
- 15.Library
- 16.Exam Cell
- 17.Placement Officer
- 18.Transport Manager
- 19.Canteen Supervisor
10. Security

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## Minutes Of Meeting

Date: 07.10.2021

Mentor Meeting was held on 07.10.2021 at 10.40 am in the Principal chamber.  
The following points were discussed

- The CAT I results were discussed with the Principal.
- He asked the faculty members to find a way to improve the performance of the students in the exam.
- He instructed all the faculties to conduct Re-Test for the students who failed the Test.
- He informed all the faculties to send the marks of their students through Whatsapp to their parents.
- He insisted to give many Assignments to the students to secure more marks in the Examination.

  
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