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

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

Circular



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### INTERNAL CIRCULAR-1







#### 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









### 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

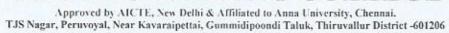
- Allocation of mentees to the Mentors through concern department Heads for the academic year 2021-2022.
- Mentors are requested to note down their mentees personal details, academic details, Co-curricular and extra-curricular details.
- A Mentor should provide guidance and support to their mentees
- 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

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.

PRINCIPAL

Date: 01.10.2021

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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Thiruvallur Dist - 601 206.









#### 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.

I.J.S.E.C.

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