



P.G.D.A.V. College

University of Delhi

Nehru Nagar, Ring Road, New Delhi – 110065

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Supporting document

for

Annual Quality Assurance Report, 2023-24

Criteria 2.3.3

Ratio of mentor to students for academic and other related issues

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Number of students enrolled and full time teachers on roll

Number of students in 2023-24: 4113

Number of full time teachers in 2023-24: 161

Number of mentors in 2023-24: 160

Mentor/mentee ratio: = $4113/160 = 25$

Circular pertaining to assigning mentors to mentees



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24.11.2023

CIRCULAR Mentor & Mentee System

All Departmental Teacher-In-Charges are requested to prepare a mentor-mentee list for the academic session 2023-24. Students/mentees shall be equally divided to each faculty.

Mentors are required to meet the allocated mentees at least twice a month. Mentors must keep a record of the names, course, year, roll number, mobile number and email id of all their allocated mentees and a brief record of all discussions with the students as per the Performa attached herewith.

Responsibilities of mentor: Mentors are responsible for continuously advising and guiding students in all academic matters, providing personal counseling, career counseling, motivating students, making provision of remedial classes and any other support required by mentees.

Krishna Sharma
Prof. Krishna Sharma
Principal



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Mentor-Mentee Program Proforma for Mentor-Mentee Sessions for 2023-24

Mentor details

1. Name of Mentor:
2. Department:
3. Designation:
4. Email id:

Session details

5. Date of session:
6. Mode of interaction (Online/ Offline):
7. Broad area of discussion

Attendance sheet for Mentor-Mentee sessions

S. No.	Name of the student	Course	Roll Number	Signature of the student (If session is Offline)	Student concern	Action taken