

SINCET/ PRIN/ 2024-2025 / 70

Date: 07-02-2025

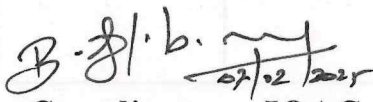
INTERNAL QUALITY ASSURANCE CELL

Circular

Subject: Submission of Mentor List

All Heads of Departments (HoDs) are requested to submit the updated Mentor List to the Internal Quality Assurance Cell (IQAC) and the Principal on or before **17th February**. Kindly ensure that the list is accurate and complete, as the mentoring system plays a crucial role in guiding students academically, professionally, and personally. It fosters a supportive environment where mentors provide necessary guidance, track students' progress, and address their concerns, thereby enhancing student engagement, boosting confidence, and contributing to their overall development. Additionally, it aligns with institutional quality assurance standards and accreditation requirements.

It is also instructed that students should be assigned to faculty members in an **equal and balanced manner**. Faculty members must **maintain updated records of their assigned students at all times**, as the student records may be verified by the Principal, HoD, or IQAC at any time.


Coordinator - IQAC


Principal

CC To,

1. All Department HoDs
2. Office
3. Notice Board
4. File
5. IQAC