



# CHRISTU JYOTHI INSTITUTE OF TECHNOLOGY & SCIENCE

*A Catholic Christian Minority Institution*

Colombonagar, Yeshwanthapur(PO), Jangaon Dist – 506 167 T.S

*NBA Accredited Programme, Affiliated to AICTE & JNTU-Hyd*

**Circular No: 34**

**Date: 10.09.2022**

## **CIRCULAR Mentor & Mentee System**

Directions are issued herewith for the continuation of mentoring system for the academic year 2022-2023. Each faculty should be the mentor of a group of **10 to 18** students to take care of them depending upon the student strength of each programme. Every mentor has to prepare a list of all the students allotted to her with details of Name, Class, Division, Roll Number, Contact Number and E Mail Id. The mentor will be allocated with responsibility to take care of all the mentees so as to provide them career counseling, personal counseling, support them for any kind of problem in their curriculum and make provision of remedial coaching and support.

### **Responsibilities**

The mentor will perform the following functions.

- Meet the group of students at least twice a month.
- Continuously monitor, counsel, guide and motivate the students in all academic matters.
- Advise the students regarding choice of electives, project, summer training etc.
- Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioral activities
- Motivate the students in their career development
- Maintain contact with the students even after their graduation.
- Maintain a detailed progressive record of the student (format attached).
- Maintain a brief record of all discussions with students

**Principal**

Christu Jyothi Institute of Technology & Science  
Colombo Nagar, Yeshwanthapuram (V),  
Jangaon (MdI), Jangaon (Dist)-506167



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**The HOD to be done:**

- Meet all mentors of her department at least once a month to review the proper implementation of the system
- Advice mentors wherever necessary.
- Initiate administrative action on a student when necessary
- To contact the parents/guardians of the students in case of their academic irregularities, behavioral changes, etc, through the Head of the Institution.
- Instruct the mentors to conduct the mentor mentee meeting and parents meeting.

**The Mentor to be done**

- Professional Guidance regarding professional goals, selection of career, higher education.
- Career advancement - regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.
- Recording the attendance and performance
- To collect the feedback from the concerned staff member
- To collect the feed back from the parents and students
- To conduct regular meeting
- To analyze the progress of the students
- To analyses the performance of the internal marks, University examination, University Rank and other activities
- To educate the students regarding attitude and moral values

**Principal**

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## CIRCULAR

**Circular No: 34**

**Date: 10.09.2022**

**Circular pertaining the Details of Appoinment of mentors and  
allotted mentees (UG & PG)**

The Following faculty members are appointed as mentors for the mentoring system forthe academic year 2022-2023. The Register numbers of the allotted mentees are also furnished for reference and records.

  
Principal  
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## 2.2.2 Student Teacher Ratio- 2022-2023

Class	Reg. No	No. of Students	Name of the Mentor	Mentor : Mentee Ratio
<b>Department of Civil Engineering</b>				
I B.Tech Civil	22681A0101-103	3	Kmv Ramana	1:3
II B.Tech Civil	21681A0101-108 2685A0101-108	16	B.Harish	1:16
III B.Tech Civil	20681A0101 - 21685A0105	15	P.Shivashanker	1:15
	21685A0106-120	15	T Asher	1:15
	21685A0121-126	6	K.Yellaraju	1:6
IV B.Tech Civil	19681A0101 - 20685A0101	15	P.Raghupathi	1:15
	20685A0102-20685A0117	16	Dr.G Vikas	1:16
<b>Department Of Electrical &amp; Electronics Engineering</b>				
I B.Tech Electrical	22681A0210-206	6	Kmv Ramana	1:6
II B.Tech Electrical	21681A0202-217	15	Dr.B.Veeru	1:15
	22685A0201-215	15	B.Suresh	1:15
III B.Tech Electrical	20681A0201-207 21685A0201-208	15	Y.Vijay Jawahar Paul	1:15
	21685A0209-226	15	O.Mohan	1:15
IV B.Tech Electrical	19681A0201-218	18	Y.Vijay Jawahar Paul	1:18
	20685A0201-224	24	Md.Amzad	1:24
I M.TECH EPS	22681D0701-702	2	N.Pooja	1:2
II M.TECH EPS	21681D0701-709	9	P.Prabhakar	1:9
<b>Department Of Mechanical Engineering</b>				
II B.Tech Mechanical	21681A0301-307 22685A0301-305	12	S.Sudheer	1:12
III B.Tech Mechanical	20681A0301-306 21685A0301-312	18	D.Venkataramana	1:18
IV B.Tech Mechanical	19681A0301-306 20685A0301-312	18	Dr.K.Yakoob	1:18
<b>Department Of Electronic &amp; Communication Engineering</b>				

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I B.Tech Electronics	22681A0401-414	14	M Srivani	1:14
	22681A0415-428	14	G Santosh	1:14
	22681A0429-442	14	Ch Anitha	1:14
	22681A0443-457	15	M Anupama	1:15
	22681A0458-462	4	G Vidhya	1:4
II B.Tech Electronics	21681A0401- 410	10	Dr. Sreeja Mole S S	1:10
	21681A0411- 420	10	Dr. D.V Rajeshwarraju	1:10
	21681A0421- 430	10	T. Samuel Yannis	1:10
	21681A0431- 440	10	B.Sandeep Kumar	1:10
	21681A0441- 450	10	M. Ramaswamy	1:10
	21681A0451- 460	10	T Snehith	1:10
	21681A0461- 470	10	M Yakantha	1:10
	21681A0471- 480	10	N Sravyasruthi	1:10
	21681A0481- 483	3	N Sravyasruthi	1:3
	22685A0401- 406	6	Dr.K.Damodar	1:6
	22685A0407- 415	9	T Anusha	1:9
III B.Tech Electronics	20681A0401-410	10	B Hanumanthu	1:10
	20681A0411-420	10	M .Devsingh	1:10
	20681A0421-430	10	Sunitha M	1:10
	20681A0431-440	10	K Chiranjeevi	1:10
	20681A0441-450	10	D. Mounika	1:10
	20681A0451-456	6	Mothilal M	1:6
	21685A0401-410	10	D Jagan	1:10
	21681A0411-420	10	K Amarendar	1:10
IV B.Tech Electronics	19681A0401-407	7	D.Ritafaria	1:7
	19681A0408-414	7	S.Swathi	1:7
	19681A0415-421	6	K.Harikrishna	1:6
	19681A0422-428	6	P.Thirupathi	1:6
	19681A0429-435	7	R. Ramesh	1:7
	19681A0436-442	7	D.Sravani	1:7
	19681A0443-446	4	G Lavanya	1:4
	20685A0401-409	9	R Rajitha Reddy	1:9
	20685A0410-418	8	Kumaraswamy	1:8

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## Department Of Computer Science & Engineering

I B.Tech Computer Science	22681A0501-508	8	G Vidhya	1:8
	22681A0509-522	13	A Santosh Yadav	1:13
	22681A0523-536	13	J Anitha	1:13
	22681A0537-550	13	A Yakambram	1:13
	22681A0551-564	13	D Neelima	1:13
	22681A0565-578	13	Dr. A VENU	1:13
	22681A0579-592	13	B Swapna	1:13
	22681A0593-5A6	13	M Ramesh	1:13
	22681A05A7-5B4	8	G Radhika	1:13
I B.Tech CSM	22681A6601-6613	13	G Radhika	1:13
	22681A6614-6626	13	B Krishna Veni	1:13
II B.Tech Computer Science	21681A0501-510	10	Mrs. P U Anitha	1:10
	21681A0511-520	10	Mr.P.Renuka	1:10
	21681A0521-530	10	E.Madhu	1:10
	21681A0531-540	10	Mr.Kmamatha	1:10
	21681A0541-550	10	Mr.Y:Ganesh	1:10
	21681A0551-560	10	Mrs.Divyavani	1:10
	21681A0561-570	10	Mr K Mahesh	1:10
	21681A0571-580	10	Mrs G Swathi	1:10
	21681A0581-590	10	Mr.Ponnam Rajesh	1:10
	21681A0591-5A0	10	Dolly	1:10
	21681A05A1-5B0	10	U Meena	1:10
	21681A05B1-5C0	10	Mr. D Sravan Kumar	1:10
	22685A0501-512	12	Mr B Mahender	1:12
	III B.Tech Computer Science	20681A0501-510	10	Mr. Pranay Kumar B V
20681A0511-520		10	Mr. G Rama Rao	1:10
20681A0521-530		10	Mr.Bkarunakar	1:10
20681A0531-540		10	Mrs. Soumya A	1:10
20681A0541-550		10	Chprudvini	1:10
20681A0551-560 and 19681A0548		11	Dr. M V Bramhanandareddys	1:11
20681A0561-570		10	Mrs. G Komala	1:10
20681A0571-580		10	Mr.Nethanishivakumar	1:10
20681A0581-590		10	Ms. P.Madhavi	1:10
20681A0591-5A0		10	Mr.Avamshi Krishna	1:10
20681A05A1-5A5		5	Mrs.Kanakammathalari	1:5
21685A0501-510		10	Mr D Swarna	1:10
	19681A0501-510	10	Mr.Avaniketh P	1:10

Christu Jyothi Institute of Technology & Science  
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IV B.Tech Computer Science	19681A0511-520	10	Mr.Rajashekarkandakatla	1:10
	19681A0521-530	10	Mr. J Purnaprakash	1:10
	19681A0531-540	10	Mr. D Suman	1:10
	19681A0541-548 18-537 & 18-589	8	Mrs. N Haripriya	1:8
	19681A0549-558	10	Mr H Sathish	1:10
	19681A0559-568	10	Mr. Chellojuraju	1:10
	19681A0569-578	10	Mrs. G.Anitha	1:10
	19681A0579-588	10	Mrs. Chsaritha	1:10
	19681A0589-593& 17J9A0505	6	Mr. M Naresh	1:6

  
Principal  
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