



Sreyas Institute of Engineering and Technology

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Mentor Circulars and Allocation List Index

S.No	Department
1	Computer Science and Engineering
2	Computer Science and Engineering (AI&ML)
3	Computer Science and Engineering (DS)
4	Electronics and Communication Engineering


Dr. K. SAGAR
B.E. (M.Tech. Ph.D.)
Associate Professor in CSE
Sreyas Institute of Engineering and Technology
Hyderabad, Telangana-500066

Principal



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Department of Computer Science & Engineering

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- 2. Minutes of Meeting**
- 3. Guidelines For Mentor-Mentee**
- 4. Mentor Allocation for Academic Year 2023-2024**

Department of Computer Science & Engineering

Circular

Date: 15-09-2023

This is to inform all faculty members of Department of Computer Science & Engineering to attend the meeting on 18-09-2023 at 3:00 pm at HOD's cabin to discuss the following agenda points:

- Mentor-mentee allocation for semester, academic year 2023-2024.
- The process for mentoring.
- Roles and responsibilities of mentors.



Coordinator

Copy to:

1. HOD

2. All Committee Members

B. Mahalakshmi

Suhany
Shruthi
Mythra
Amita

Department of Computer Science & Engineering

Minutes of Meeting

Date: 15-09-2023

The meeting was commenced on 15-09-2023 at 3:00 pm in HOD's Chamber with the Chairperson Dr.U.M.Fernandes Dimlo, Head of the Department, CSE.

Agenda:

1. Mentor-mentee allocation for the academic year 2023-24.
2. The process for mentoring.
3. Roles and responsibilities of mentors.

Minutes of Meeting are as follows:

- Mentor-Mentee Allocation for the Academic Year 2024-25 was finalised.
- It was agreed that each faculty member would be assigned 18-20 mentees from the Second-year, third-year and fourth-year.
- The allocation list was reviewed and finalized, ensuring a balanced distribution among faculty members.
- The finalized list will be circulated to all mentors by 15-09-2023.
- The mentoring process includes regular one-on-one meetings, group interactions, and follow-ups with coordinator.
- Instructed the mentors to conduct a meeting once a week with each mentee.
- Special emphasis to be placed on ensuring open communication to address mentees' academic, personal, and career-related concerns.
- Roles and responsibilities of mentors are finalised and requested to circulate to all the respective mentors immediately.

Closing Remarks: The chairperson thanked all the faculty members for their active participation and constructive suggestions, and adjourned the meeting.



Coordinator



Head of Department
SREYAS INSTITUTE OF ENGINEERING & TECHNOLOGY
Beside Indu Aranya, Nagole, Hyd - 068

Department of Computer Science & Engineering

SIET has established a well-organized Mentor-Mentee system, where mentors act as a guiding figure for students, offering continuous support, knowledge, and advice. They play a crucial role in bridging the communication gap between parents and the college by regularly updating parents on the student's progress and important college developments. The core of effective mentoring lies in building a strong, trustworthy relationship between the mentor and mentee, which:

- Prioritizes the individual needs of the student.
- Ensures ongoing communication with parents, facilitating close monitoring of the student's growth and development.

Mentor-Mentee Ratio: 1:18

Guidelines for Mentor:

1. Mentor-Mentee meetings will be held regularly, once a week during the designated mentoring hour. Updates will be recorded in the mentoring file provided to each mentor.
2. Mentors should assist students in updating their personal information on first page of mentoring book. The attendance, internal mid-term marks, and external exam marks are updated in its subsequent pages. The booklet also tracks meetings held with the mentor and, when necessary, with the Head of Department (HOD).
3. Each mentor is responsible for counseling their mentees in the following areas:
 - ✓ Understanding of the subject matter
 - ✓ Attendance percentage
 - ✓ Punctuality and regularity
 - ✓ Behavior (including discipline and issues like ragging)
 - ✓ Engagement in academic activities
 - ✓ Research and project work
 - ✓ Participation in co-curricular and extracurricular activities
4. Orientation Programs and Parent-Teacher Meetings (PTMs) are organized once per semester as part of best practices, aiming to actively involve parents in the mentoring process.
5. A monthly mentoring report must be submitted to the Mentoring Coordinators for review.

Department of Computer Science & Engineering

Mentor – Mentee Allocation List for A.Y. 2023-2024

Year & Section	Roll Numbers	Mentor Name	Total no. of Students Allotted
II CSE A	22VE1A0501-22VE1A0518	Mrs.Joshi Padma	18
	22VE1A0519-22VE1A0536	Mr.Soma Rajesh	18
	22VE1A0537-22VE1A0554	Dr.B.Suvamamukhi	18
	22VE1A0555-22VE1A0564 23VE5A0501-23VE5A0507	Mr.V.Nagesh	17
II CSE B	21VE1A0596,21VE1A05A9 22VE1A0565-22VE1A0581	Dr.M.Swapna	18
	22VE1A0582-22VE1A05A1	Mrs.V.Swathi	18
	22VE1A05A2-22VE1A05B9	Mrs.P.Bala Saraswathi	18
	22VE1A05C0-22VE1A05C8 23VE5A0508-23VE5A0514	Mrs.P.Anusha	17
II CSE C	22VE1A05C9-22VE1A05E5	Dr.B.Kiranmai	17
	22VE1A05E6-22VE1A05G3	Mrs.G.Bhavani	17
	22VE1A05G4-22VE1A05J0	Mr.K.Anjaiah	17
	22VE1A05J1-22VE1A05K2 23VE5A0515-23VE5A0520	Mrs.E.Keerthi	16
II CSE D	22VE1A05K3-22VE1A05M0	Dr.U.M.FernandesDimlo	18
	22VE1A05M1-22VE1A05N8	Mrs.B.Mahalakshmi	18
	22VE1A05N9-22VE1A05Q8	Mr.A.Kanakaiah	18
	22VE1A05Q9-22VE1A05R7 23VE5A0521-23VE5A0526	Mr.D.Rajashekar Reddy	17
III CSE A	20VE1A05J5, 21VE1A0502-21VE1A0518	Dr.JayaramMiryabelli	18
	21VE1A0519-21VE1A0538	Mrs.M.Lubna Yasmeen	18
	21VE1A0539-21VE1A0556	Mr.CH.Deeven Kumar	18
	21VE1A0557-21VE1A0565 22VE5A0501-22VE5A0507	Mr.M.Sudhakar	18
III CSE B	20VE1A0561,20VE1A0588	Dr.J.Pandu Ranga Rao	18

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	21VE1A0566-21VE1A0582		
	21VE1A0583-21VE1A05A1	Mrs.K.RamyaLakshmi	18
	21VE1A05A2-21VE1A05C0	Mrs.G.Sowmya	18
	21VE1A05C1-21VE1A05D0 22VE5A0508-22VE5A0514	Mr.V.Bhaskar Reddy	17
III CSE C	21VE1A05D1-21VE1A05E8	Dr.B.Kiranmai	18
	21VE1A05E9-21VE1A05G6	Mr.T.Shiva Prasad	18
	21VE1A05G7-21VE1A05J4	Mrs.P.Archana	18
	21VE1A05J5-21VE1A05K4 22VE5A0515-22VE5A0521	Mrs.S.Sunitha	18
III CSE D	21VE1A05K5-21VE1A05M2	Dr.S.Sowjanya	18
	21VE1A05M3-21VE1A05P1	Mr.P.Venkataiah	18
	21VE1A05P2-21VE1A05Q9	Mrs.P.Srilatha	18
	21VE1A05R0-21VE1A05R8 22VE5A0522-22VE5A0527	Mrs.N.Mounika	17
IV CSE A	20VE1A0501-20VE1A0523	Dr.S.Sridhar Reddy	16
	20VE1A0524-20VE1A0546	Mrs.M.Sushma	16
	20VE1A0547-20VE1A0561 21VE5A0501-21VE5A0506	Mrs.A.Anitha	16
		Mrs.K.Ramadevi	16
IV CSE B	20VE1A0562-20VE1A0577	Dr.S.Deepika	16
	20VE1A0578-20VE1A0596	Mrs.P.Bala Saraswathi	16
	20VE1A0597-20VE1A05B2	Mrs.CH.Divya	16
	20VE1A05B3-20VE1A05C0 21VE5A0507-21VE5A0512	Mr.M.Hari Prasad	16
IV CSE C	20VE1A05C1-20VE1A05D8	Mrs.K.Mounika	16
	20VE1A05D9-20VE1A05F4	Mrs.R.Swathi	16
	20VE1A05F5-20VE1A05H0	Mrs.P.Sudha Rani	16
	20VE1A05H1-20VE1A05J0 21VE5A0513-21VE5A0518	Mrs.A.Divya	17
	20VE1A05J1-20VE1A05K9	Mrs.M.Mounika	16
	20VE1A05L0-20VE1A05M5	Mrs.T.V.Divya	16

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IV CSE D	20VE1A05M6-20VE1A05P1	Mrs.R.Sailaja	16
	20VE1A05P2-20VE1A05Q0 21VE5A0519-21VE5A0523	Mrs.CH.Anusha	16


HOD-CSE

HOD-CSE
SREYAS INSTITUTE OF ENGG. & TECH.
Beside Indu Aranya, Nagole, Hyd - 058



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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/CSE(AIML)/DAC/M01

Date:27/07/2023

CIRCULAR

This is to inform all the faculty of CSE(AIML) department that the responsibility of mentoring is assigned to Mr. P. SRINIVAS RAO, Asst. Professor, CSE(AIML) department.

HOD

HOD

Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
(AUTONOMOUS)
Tattianasa, VV, Nagole, Hyderabad-68.
All faculty, CSE(AIML) dept.

PRINCIPAL
SREYAS INSTITUTE OF ENGG., AND TECH.,
(AUTONOMOUS)
D.No. 9-39, Beside Indu Aranya, G.S.I.,
Bandlaguda, Nagole, Hyderabad-68.

Cc to,

HOD.





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INSTITUTE OF ENGINEERING AND TECHNOLOGY

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Ref.No: CSE (AIML)/2023-24/DAC/M03

Date: 28-07-2023

CIRCULAR

This is to inform the faculty that Mentoring Allocation is made for the Academic Year 2023-24 is as follows:

IV Year I Semester

Section	Roll List	Mentor Name	No. of Students	Signature
CSE(AI&ML) Section-A	20VE1A6601 - 20VE1A6622	Mrs. B. Spandana	22	
	20VE1A6623 - 20VE1A6644	Mr M. Sathish Reddy	21	
	20VE1A6645 - 20VE1A6660 Lateral Entries	Mr. S. Prudhvi Raj	21	
	21VE5A6601 - 21VE5A 6606			
CSE(AI&ML) Section-B	20VE1A6661 - 20VE1A6682	Dr. K. Madan Mohan	21	
	20VE1A6683 - 20VE1A66A4	Mr. Sriram Parabramhachary	21	
	20VE1A66A5 - 20VE1A66C0 Lateral Entries	Mrs. Ch. Pavani	21	
	21VE5A6607 -21VE5A 6612			
Total			127	

Mentor In-charge

HOD-CSE (AIML)

HOD
Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
(AUTONOMOUS)
Tattianaram (V), Nagale, Hyderabad-68

CC to,

CSE (AI&ML) Staff,

Mentoring Committee





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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/CSE(AIML)/DAC/M02

Date: 02/08/2023

CIRCULAR

Dear IV-I mentors, kindly attend the meeting scheduled on 02/08/2023 in any of the two slots
1:20 – 2:00 pm / 2:00 – 3:00 pm in HOD CSE(AIML) Room .

AGENDA :

- Mentoring allocation for IV-I
- Mentoring process.
- Mentors roles and responsibilities.
- Identify issues with students

Mentoring incharge

HOD CSE(AIML)

HOD
Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
(AUTONOMOUS)
Tattianaram (V), Nagole, Hyderabad-68





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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/ CSE(AIML)/DAC/M03

Date: 02/08/2023

MENTORING – MINUTES OF MEETING

SECTION	MENTOR'S NAME	SIGNATURE
IV-I CSE(AIML) - A	Mrs. B. Spandana	
	Mr M. Sathish Reddy	
	Mr. S. Prudhvi Raj	
IV-I CSE(AIML) - B	Dr. K. Madan Mohan	
	Mr. Sriram Parabramhachary	
	Mrs. Ch. Pavani	

Points Discussed:

1. Use mentoring hour only for mentoring students
2. Update mentoring books timely after completion of mid terms
3. Identify issues with students and record them in mentoring book
4. Bring problematic students to HOD

Mentoring incharge

Circulate to,

All staff of CSE(AIML)

HOD-CSE(AIML)

HOD
Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
(AUTONOMOUS)
Tattianaram (V), Nagole, Hyderabad-68





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NAAC [Hyderabad] PIN: 500068

Ref.No: CSE (AIML)/2023-24/DAC/M06

Date: 10-01-2024

CIRCULAR

This is to inform the faculty that Mentoring Allocation is made for the Academic Year 2023-24 is as follows:

IV Year II Semester

Section	Roll List	Mentor Name	No. of Students	Signature
CSE(AI&ML) Section-A	20VE1A6601 - 20VE1A6622	Dr. K. Madan Mohan	22	KMM
	20VE1A6623 - 20VE1A6644	Mrs. G. Aparna	21	GAP
	20VE1A6645 - 20VE1A6660 Lateral Entries	Mr. S. Prudhvi Raj	21	SPrudhvi
	21VE5A6601 - 21VE5A 6606			
CSE(AI&ML) Section-B	20VE1A6661 - 20VE1A6682	Mr. Sriram Parabramhachary	21	SPchary
	20VE1A6683 - 20VE1A66A4	Mrs. Padam Srilatha	21	Srilatha
	20VE1A66A5 - 20VE1A66C0 Lateral Entries	Mrs. B. Spandana	21	Spandana
	21VE5A6607 - 21VE5A 6612			
Total			127	

Mentor In-charge

HOD-CSE (AIML)

CC to,

CSE (AI&ML) Staff,

Mentoring Committee

HOD
Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
(AUTONOMOUS)
Tattianaram (V), Nagole, Hyderabad-68





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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/ CSE(AIML)/DAC/M04

Date: 15/01/2024

CIRCULAR

Dear IV-II mentors, kindly attend the meeting scheduled on 15/01/2024 in any of the two slots
1:20 – 2:00 pm / 2:00 – 3:00 pm in HOD CSE(AIML) Room .

AGENDA :

- Mentoring allocation for IV-II
- Mentoring process.
- Mentors roles and responsibilities.
- Identify issues with students

Mentoring incharge

HOD
Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
(AUTONOMOUS)
Tattianaram (V), Nagole, Hyderabad-68





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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/CSE(AIML)/DAC/M05

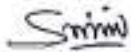
Date: 15/01/2024

MENTORING – MINUTES OF MEETING

SECTION	MENTOR'S NAME	SIGNATURE
IV-II CSE(AIML) - A	Dr. K. Madan Mohan	KMM
	Mrs. G. Aparna	GAP
	Mr. S. Prudhvi Raj	S Prudhvi
IV-II CSE(AIML) - B	Mr. Sriram Parabramhachary	SPchary
	Mrs. Padam Srilatha	Srilatha
	Mrs. B. Spandana	Spandana

Points Discussed:

1. Use mentoring hour only for mentoring students
2. Update mentoring books timely after completion of mid terms
3. Identify issues with students and record them in mentoring book
4. Bring problematic students to HOD



Mentoring in charge

Circulate to,

All staff of CSE(AIML)


HOD CSE(AIML)

HOD
Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
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Hyderabad | PIN:500068

Ref.No: CSE (AIML)/2023-24/DAC/M01

Date: 15-09-2023

CIRCULAR

This is to inform the faculty that Mentoring Allocation is made for the II-I Academic Year 2023-24 as follows

II Year

Section	Roll Numbers	Mentor Name	No. of Students	Signature
CSE(AIML) Section-A	22VE1A6601 - 22VE1A6623	Mr. Ch. Nagendra Sai	22	Ch. Sai
	22VE1A6624 - 22VE1A6647	Ms. B.Sai sri	22	B. Sai
	22VE1A6648 - 22VE1A6664 And 23VE5A6601 - 23VE5A6606	Mrs. K. Deepika Reddy	23	K. Deepika
CSE(AIML) Section-B	22VE1A6665 - 22VE1A6687	Mrs N. Jyothisna	23	N. Jyothisna
	22VE1A6688 - 22VE1A66B0	Mr. M. Rambabu	23	M. Rambabu
	22VE1A66B1 - 22VE1A66C8 And 23VE5A6607 - 23VE5A6613	Mrs. T. Sravani	24	T. Sravani
	Total		137	

Srimmi

Mentor In-charge

[Signature]
HOD-CSE (AIML)

HOD
Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
(AUTONOMOUS)
Tattiannaram (V), Nagole, Hyderabad-68

CC to,

CSE (AI&ML)

Staff,

Mentoring

Committee



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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/CSE(AIML)/DAC/M7

Date: 18/09/2023

CIRCULAR

Dear II-I mentors, kindly attend the meeting scheduled on 18/09/2023 in any of the two slots
1:20 – 2:00 pm / 2:00 – 3:00 pm in HOD CSE(AIML) Room .

AGENDA :

- o Mentoring allocation for II-I
- o Mentoring process.
- o Mentors roles and responsibilities.
- o Identify issues with students

Mentoring incharge

HOD CSE(AIML)

HOD
Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
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Tattianaram (V), Nagole, Hyderabad-68





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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/ CSE(AIML)/DAC/M7

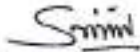
Date: 18/09/2023

MENTORING – MINUTES OF MEETING

SECTION	MENTOR'S NAME	SIGNATURE
II-I CSE(AIML) - A	Mr. Ch. Nagendra Sai	Ch Sai
	Ms. B.Sai sri	Sai
	Mrs. K. Deepika Reddy	K-Deepika
II-I CSE(AIML) - B	Mrs N. Jyothsna	N Jyothsna
	Mr. M. Rambabu	M Rambabu
	Mrs. T. Sravani	Sravani

Points Discussed:

1. Use mentoring hour only for mentoring students
2. Update mentoring books timely after completion of mid terms
3. Identify issues with students and record them in mentoring book
4. Bring problematic students to HOD



Mentoring incharge


HOD CSE(AIML)

Circulate to,

All staff of CSE(AIML)

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Ref.No: CSE (AIML)/2023-24/DAC/M02

Date: 10-10-2023

CIRCULAR

This is to inform the faculty that Mentoring Allocation is made for the III-I AIML, Academic Year 2023-24 as follows

III Year

Section	Roll Numbers	Mentor Name	No. of Students	Signature
CSE(AI&ML) Section-A	21VE1A6601 - 6624	Mr. M. Rambabu	24	
	21VE1A6625 - 6648	Mrs. T. Sravani	24	
	21VE1A6649 - 6665 Lateral Entries	Mrs.K. Deepika Reddy	23	
	22VE5A6601 - 6606			
CSE(AI&ML) Section-B	21VE1A6666 - 6688	Mr. B. Deepak Kumar	22	
	21VE1A6689 - 66B1	Ms. S. Kusuma	23	
	21VE1A66B2 - 66D0 Lateral Entries	Ms. B.Sai sri	23	
	22VE5A6607 -6612			
Total			139	

Mentor In-charge

CC to,

CSE (AI&ML) Staff,

Mentoring Committee

HOD-CSE (AIML)

HOD

Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
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Tattannaram (V), Nagole, Hyderabad-68





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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/CSE(AIML)/DAC/M9

Date: 12/10/2023

CIRCULAR

Dear III-I mentors, kindly attend the meeting scheduled on 12/10/2023 in any of the two slots
1:20 – 2:00 pm / 2:00 – 3:00 pm in HOD CSE(AIML) Room .

AGENDA :

- o Mentoring allocation for III-I
- o Mentoring process.
- o Mentors roles and responsibilities.
- o Identify issues with students

Mentoring incharge

HOD CSE(AIML)

HOD
Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
(AUTONOMOUS)
Tattiannaram (V), Nagole, Hyderabad-68





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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/ CSE(AIML)/DAC/M9

Date: 12/10/2023

MENTORING – MINUTES OF MEETING

SECTION	MENTOR'S NAME	SIGNATURE
III-I CSE(AIML) - A	Mr. M. Rambabu	
	Mrs. T. Sravani	
	Mrs. K. Deepika Reddy	
III-I CSE(AIML) - B	Mr. B. Deepak Kumar	
	Ms. S. Kusuma	
	Ms. B. Sai sri	

Points Discussed:

1. Use mentoring hour only for mentoring students
2. Update mentoring books timely after completion of mid terms
3. Identify issues with students and record them in mentoring book
4. Bring problematic students to HOD

Mentoring incharge

Circulate to,

All staff of CSE(AIML)

HOD CSE(AIML)

HOD

Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
(AUTONOMOUS)
Tattianaram (V), Nagole, Hyderabad-68





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**INSTITUTE OF ENGINEERING AND TECHNOLOGY
(AUTONOMOUS INSTITUTE)**

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Ref.No: CSE (AIML)/2023-24/DAC/M02

Date: 08-02-2024

CIRCULAR

This is to inform the faculty that Mentoring Allocation is made for the II-II Academic Year 2023-24 as follows

II Year II Semester

Section	Roll Numbers	Mentor Name	No. of Students	Signature
CSE(AIML) Section-A	22VE1A6601 - 22VE1A6621	Mrs. A. Swapna	20	
	22VE1A6622 - 22VE1A6643	Ms. B. Sai sri	20	
	22VE1A6644 - 22VE1A6663	Mrs T. Sravani	20	
	22VE1A6664 And 23VE5A6601 - 23VE5A6606	Mrs. K. Deepika Reddy	7	
CSE(AIML) Section-B	22VE1A6665 - 22VE1A6684	Mrs. G. Ramya	20	
	22VE1A6685 - 22VE1A66A4	Mrs. N. Jyotsna	20	
	22VE1A66A5 - 22VE1A66C4	Mr. M. Rambabu	20	
	22VE1A66C5 - 22VE1A66C8 And 23VE5A6607 - 23VE5A6613	Mrs. K. Deepika Reddy	12	
Total			139	

Mentor In-charge

CC to,

CSE (AI&ML)

Staff,

Mentoring

Committee

HOD-CSE(AIML)

HOD
Department of CSE (AI & ML)
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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/CSE(AIML)/DAC/M11

Date: 12/02/2024

CIRCULAR

Dear II-II mentors, kindly attend the meeting scheduled on 12/02/2024 in any of the two slots
1:20 – 2:00 pm / 2:00 – 3:00 pm in HOD CSE(AIML) Room .

AGENDA :

- Mentoring allocation for II-II
- Mentoring process.
- Mentors roles and responsibilities.
- Identify issues with students

Mentoring incharge

HOD CSE(AIML)

HOD

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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/ CSE(AIML)/DAC/M11

Date: 12/02/2024

MENTORING – MINUTES OF MEETING

SECTION	MENTOR'S NAME	SIGNATURE
II-II CSE(AIML) - A	Mrs. A. Swapna	
	Ms. B. Sai sri	
	Mrs T. Sravani	
II-II CSE(AIML) - B	Mrs. G. Ramya	
	Mrs. N. Jyothsna	
	Mrs. K. Deepika Reddy	

Points Discussed:

1. Use mentoring hour only for mentoring students
2. Update mentoring books timely after completion of mid terms
3. Identify issues with students and record them in mentoring book
4. Bring problematic students to HOD

Mentoring incharge

Circulate to,

All staff of CSE(AIML)

HOD CSE(AIML)

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Sreyas Institute of Engineering & Technology
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Ref.No: CSE (AIML)/2023-24/DAC/M04

Date: 02-03-2024

CIRCULAR

This is to inform the faculty that Mentoring Allocation is made for the III-II AIML,
Academic Year 2023-24 as follows

III Year II Semester

Section	Roll Numbers	Mentor Name	No. of Students	Signature
CSE(AI&ML) Section-A	21VE1A6601 - 21VE1A6620	Mr. P. Srinivas Rao	20	
	21VE1A6621 - 21VE1A6641	Mrs. S. Kusuma	20	
	21VE1A6642 - 21VE1A6661	Mr. Ch. Nagendra Sai	19	
	21VE1A6662 - 21VE1A6665 Lateral Entries 22VE5A6601 - 22VE5A 6605	Mr. B. Deepak Kumar	9	
CSE(AI&ML) Section-B	21VE1A6666 - 21VE1A6686	Dr. K. Madan Mohan	20	
	21VE1A6687 - 21VE1A66A6	Mrs. G. Uma Maheshwari	20	
	21VE1A66A7 - 21VE1A66C8	Mr. S. Prudhvi Raj	20	
	21VE1A66C9 - 21VE1A66D0 Lateral Entries 22VE5A6607 -22VE5A6612 And 20VE1A6638, 20VE1A6647	Mr. B. Deepak Kumar	10	
Total			138	

Mentor In-charge

CC to,

CSE (AI&ML) Staff,

Mentoring Committee

HOD

Department of CSE (AI & ML)
Sreyas Institute of Engineering & Technology
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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/CSE(AIML)/DAC/M13

Date: 04/03/2024

CIRCULAR

Dear III-II mentors, kindly attend the meeting scheduled on 04/03/2024 in any of the two slots
1:20 – 2:00 pm / 2:00 – 3:00 pm in HOD CSE(AIML) Room .

AGENDA :

- Mentoring allocation for III-II
- Mentoring process.
- Mentors roles and responsibilities.
- Identify issues with students

Mentoring incharge

HOD-CSE(AIML)

HOD

Department of CSE (AI & ML)
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DEPARTMENT OF CSE (ARTIFICIAL INTELLIGENCE & MACHINE LEARNING)

No: SIET/2023-24/ CSE(AIML)/DAC/M13

Date: 04/03/2024

MENTORING – MINUTES OF MEETING

SECTION	MENTOR'S NAME	SIGNATURE
III-II CSE(AIML) - A	Mr. P. Srinivas Rao	
	Mrs. S. Kusuma	
	Mr. Ch. Nagendra Sai	
III-II CSE(AIML) - B	Mrs. G. Uma Maheshwari	
	Mr. S. Prudhvi Raj	
	Mr. B. Deepak Kumar	

Points Discussed:

1. Use mentoring hour only for mentoring students
2. Update mentoring books timely after completion of mid terms
3. Identify issues with students and record them in mentoring book
4. Bring problematic students to HOD

Mentoring incharge

Circulate to,

All staff of CSE(AIML)

HOD CSE(AIML)

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DEPARTMENT OF DATA AND SCIENCE

SIET/2023-24/CSE (DS) / 11

Date: 06/11/2023


CIRCULAR

This is to inform all the faculty that mentoring allocation is made for the academic year 2023-24 IInd year as follows. For any further clarification, mentor can meet Mentoring in-charge Mrs. G.Jyothi.

SECTION	MENTOR NAME	ROLL.NUMBERS	Total no. of Students Allotted
II CSE (DS-A)	Dr. G . Naga Rama Devi	22VE1A6701 to 22VE1A6724	23
	Mrs.G.jyothi	22VE1A6725 to 22VE1A6747	22
	Mrs. D. Chaitanya	22VE1A6748 to 22VE1A6763, 23VE5A6701 to 23VE5A6706	22
II CSE (DS-B)	Mr. B. Venkata Verma	22VE1A6764 to 22VE1A6787	23
	Mrs. S. Anusha	22VE1A6788 to 22VE1A67B0	23
	Mr.K.Anjaiah	22VE1A67B1 to 22VE1A67C2	12
		23VE5A67C3 to 23VE5A6712	11


Mentoring In-charge

Circulated to, All staff of CSE (DATA SCIENCE)


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DEPARTMENT OF DATA AND SCIENCE

SIET/2023-24/CSE (DS) / 11

Date: 06/11/2023

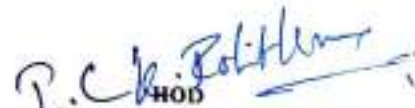
CIRCULAR

This is to inform all the faculty that mentoring allocation is made for the academic year 2023-24 IIIrd year as follows. For any further clarification, mentor can meet Mentoring in-charge Mrs. G.Jyothi.

SECTION	MENTOR NAME	ROLL.NUMBERS	Total no. of Students Allotted
III CSE (DS-A)	Chanda Pathak	21VE1A6701 to 21VE1A6725	23
	C.Sarath Chandra	21VE1A6726 to 21VE1A6747	22
	Mrs.V.Madhuri	21VE1A6748 to 21VE1A6765, 22VE5A6701 to 22VE5A6706	22
III CSE (DS-B)	Mrs.G.Shilpa	21VE1A6766 to 21VE1A6790	23
	Mrs.T.Nikhitha	21VE1A6791 to 21VE1A67B5	23
	Mrs. K. Sunanda	21VE1A67B7 to 21VE1A67D0 22VE5A6708 to 22VE5A6713	22


Mentoring in-charge

Circulated to, All staff of CSE (DATA SCIENCE)


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Department of Electronics and Communication Engineering

No: 2023-24/DAC/M6

Date: 22.09.2023

CIRCULAR

This is to inform the faculty that mentoring allocation is made for the academic year 2023-24 as follows. For any further clarification, mentor can meet Mentoring in-charge Mrs. M. Pavani.

SECTION	ROLL LIST	MENTOR'S NAME	NO OF MENTEES
II ECE A	22VE1A0401 – 22VE1A0415 22VE1A0417 – 22VE1A0424	Mr. Ch. Rama Krishna	23
	22VE1A0425 – 22VE1A0436 22VE1A0438 – 22VE1A0440 22VE1A0442 – 22VE1A0449	Mrs. A. Sowjanya	23
	22VE1A0450 – 22VE1A0461 22VE1A0463 – 22VE1A0465 23VE5A0401 – 22VE1A0407	Mrs. R. Uthira Devi	22
II ECE B	22VE1A0466 – 22VE1A0488	Mr. G. Vijay Goud	23
	22VE1A0489 – 22VE1A0494 22VE1A0496 – 22VE1A04B2	Mrs. Chandrika Saxena	23
	22VE1A04B3 – 22VE1A04C9 23VE5A0408 – 23VE5A0414	Mrs. B. Spandana	24
III ECE A	21VE1A0401 – 21VE1A0407 21VE1A0410 – 21VE1A0411 21VE1A0414 – 21VE1A0425	Mr. N. Ramesh	21
	21VE1A0426 – 21VE1A0448	Mrs. T. Ashwani Kumari	23
	21VE1A0449 – 21VE1A0463, 22VE5A0401 – 22VE5A0402 22VE5A0404 – 22VE5A0407	Mrs. L. Divya Reddy	21
III ECE B	21VE1A0464 – 21VE1A0486	Mrs. Akumalla. Sowjanya	23
	21VE1A0487 – 20VE1A0491, 21VE1A0493 – 21VE1A0494, 21VE1A0496 – 21VE1A04B1, 21VE1A04B3	Ms. M. Bhavana	22
	21VE1A04B4 – 21VE1A04C7, 22VE5A0408, 22VE5A0410 – 22VE5A0413	Mrs. D. Divya	21
IV ECE A	20VE1A0401 – 20VE1A0411	Mr. Chinnam S V Maruthi	21



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Department of Electronics and Communication Engineering

	20VE1A0413 – 20VE1A0422	Rao	
	20VE1A0423 – 20VE1A0441, 20VE1A0443 – 20VE1A0445	Mrs. M. Ravali	22
	20VE1A0446 – 20VE1A0456, 20VE1A0459 – 20VE1A0460, 21VE5A0401, 21VE5A0403 – 21VE5A0407	Mrs. M. Pavani	19
	20VE1A0461 – 20VE1A0469, 20VE1A0471 – 20VE1A0474, 20VE1A0476 – 20VE1A0480, 20VE1A0482	Mrs. S. Asha Latha	19
IV ECE B	20VE1A0483 – 20VE1A0487, 20VE1A0489 – 20VE1A0495, 20VE1A0497 – 20VE1A04A4	Mrs. B. Sravanthi	17
	20VE1A04A5 – 20VE1A04B4, 21VE5A0408 – 21VE5A0415	Mrs. Ch. Neetha	17



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Department of Electronics and Communication Engineering MENTORING – MINUTES OF MEETING

Agenda: <ul style="list-style-type: none">• Mentoring process.• Mentors roles and responsibilities.			
Date :22/09/2023			
Start Time: 3.00 PM		End Time:4.00PM	
Faculty Attended			
S.No.	Faculty Name	Designation	Signature
1	Mr. Chinnam S V Maruthi Rao	Assoc. Prof & HOD	
2	Mr. B Sreenivasu	Assoc. Prof. & Assoc. Dean Academics	
3	Dr. J Panduranga Rao	Professor & Dean IQAC	
4	Mrs. A Sowjanya	Asst. Prof & Dy. HOD	
5	Mr. G Vijay Goud	Assistant Professor	
6	Mrs. B Spandana	Assistant Professor	
7	Mrs. S Asha Latha	Assistant Professor	
8	Mr. N Madhu	Assistant Professor	
9	Mrs. M Pavani	Assistant Professor	
10	Mrs. R Uthira Devi	Assistant Professor	
11	Mrs. T Ashwani Kumari	Assistant Professor	
12	Mrs. B Sravanthi	Assistant Professor	
13	Mr. Ch. Rama Krishna	Assistant Professor	
14	Mr. S. Ashok	Assistant Professor	
15	Mrs. Ch Neetha	Assistant Professor	
16	Mrs. Chandrika Saxena	Assistant Professor	
17	Mrs. M Ravali	Assistant Professor	
18	Mrs. D Divya	Assistant Professor	
19	Mrs. Akumalla Sowjanya	Assistant Professor	
20	Mr. N Ramesh	Assoc. Professor	
21	Mrs. L Divya Reddy	Assistant Professor	



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Department of Electronics and Communication Engineering

22	Mrs. N Chandana	Assistant Professor	
23	Mr. Y Vara Prasad	Lab Asst.	
24	Mrs. Shameem Sd.	Lab Asst.	
25	Mr. E Ram Mohan	Lab Asst.	
26	Mrs. Vara Lakshmi	Lab Asst.	

Points Discussed:

1. Allocation of Mentees to each faculty.
2. Process of Mentoring
3. Faculty instructed to make the mentoring report on a weekly basis
4. Faculty instructed to monitor student attendance on a regular basis and inform the parent in case of absence



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Department of Electronics and Communication Engineering **MENTORING GUIDELINES**

1. Every faculty is allocated a maximum of 25 students.
2. The assigned mentor is responsible to help students till the completion of their study.
3. The mentors have to meet the concerned mentees every fortnight based on their attendance and academic performance and record their progress.
4. A separate mentoring book for each student has to be maintained for recording their personal, academic and other necessary information.
5. Mentor has to counsel the irregular students to attend classes regularly and clear the backlog subjects if any.
6. Based on the mentee's performance, the mentor has to call the parent of the mentee and inform about his / her performance and if necessary, can call the parent to the college to discuss about the mentee.
7. Mentor will observe and maintain the medical & physiological conditions of the student and report the issues, if any, to the Head of the Department / Parent.
8. The record of mentoring has to be submitted to the HoD for verification in fortnight / monthly review meeting.
9. Mentor has to guide the mentee in their career advancement & academic growth and encourage them to attend / learn certification / hands-on training courses, summer internships, MOOCS (NPTEL) / self learning courses and participate in extracurricular activities like NSS, sports, register in professional bodies like IEEE, ISTE etc. based on their interest.
10. Mentor has to focus on the academically weak performers, speak with the HoD and consult the subject faculty and provide the mentee with additional reading material and provide special remedial classes if necessary.