

**Maulana Abul Kalam Azad University of Technology, West Bengal**  
(formerly West Bengal University of Technology)  
NH-12, Haringhata, Nadia-741249

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August 17, 2018

The Director/Principal  
All Colleges/Institutes affiliated to MAKAUT,WB

Sub: Information regarding student mentoring activities

Dear Sir/Madam,

The undersigned has been directed by the Competent Authority to request you to implement the under graduate student mentoring activities as per the following guidelines:-

1. The mentors of first year students should be from the second year
  2. The mentors of second year students should be from the third year
  3. The mentors of third year students should be from the fourth year
  4. All students should be mentored by the faculties.
- Serial number 1 to 3 should be on one-to-one basis and
  - Serial number 4 should be twenty-to-one basis
  - The student mentors should be from the same or similar streams
  - The mentors should maintain records of such activities

You are requested to send the mentor-mentee list for students of all years to [registrar.makaut@gmail.com](mailto:registrar.makaut@gmail.com) within 30<sup>th</sup> September, 2018 positively.

sd/-  
Registrar(Acting)