



STUDENT MENTORING POLICY

MENTORING SYSTEM TO HELP AT INDIVIDUAL LEVEL

The role of the faculty as a mentor is one of nurturing and providing support for a student during the transition period in academic, professional as well as personal augmentation. In all departments of the institute, mentoring is a continuous process where faculty mentors serve as a resource who will respond to many questions, trivial or complex, that the student might pose; support students in choosing course work that meets their needs and interests; encourage students to actively participate in seminar and laboratory work that are realistic in scope; and counsel the students on any other academic, professional, personal growth, etc., for necessary advice/guidance/help.

Each faculty will be mentor of a group of 15 to 20 students. Department faculties will be mentors for the students till their graduation completion.

OBJECTIVES:

- To provide mentees with guidance, support, and knowledge to enhance their personal and professional development.
- To assist mentees in setting and achieving academic and career goals.
- To create a positive and inclusive learning environment that promotes mutual respect and communication.


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Offering B.Tech., M.Tech., M.B.A., M.C.A and Ph.D Programs

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Recognized UGC DDU Kaushal Kendra


RESPONSIBILITIES OF A MENTOR:

- Keeps the records of student's profile in the prescribed format.
- Maintains the records of absenteeism, problems/issues.
- Explains to students the academic rules and regulation.
- Record the results of each student both in Internal and External exams of each semester.
- Attendance of each student for all courses is monitoring.
- Examines the results of the students and counsel for poor results within a week after the results are published.
- Communicates with parents of students to discuss student's performance, any attendance issues and future plan at least twice in a semester.
- Gives guidance and information to plan for industry internship.
- Ensures to provide study material for advanced courses or advance study
- Reports unresolved cases of students to HOD and if HOD requires further attention to resolve the issue, the unresolved cases can be brought to the attention of higher authorities.
- Keep connect with student even after their graduation.

TYPES OF MENTORING ACTIVITIES DONE TOWARDS STUDENTS:

Types of mentoring done are:

1. Academic Growth
2. Professional Guidance
3. Career Advancement
4. Course Work Specific
5. Laboratory Specific
6. Employability and all-round development


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PROCEDURE OF MENTORING

STEP-1: ORIENTATION OF THE MENTORS

- Prior to the commencement of the academic semester, the faculty members are oriented and sensitized regarding their importance and objectives of the mentoring process. They need to be realized that mentoring of the students in the institute is part of their professional duty.
- During the orientation session, the faculty needs to be oriented with the do's and don'ts of the mentoring process. The HOD/Senior faculty members of the institute / department may coordinate and act as resource person for this orientation session.

STEP-2: ALLOCATION OF STUDENTS TO THE MENTORS

- The concerned head of the department will assign a group of 15-20 students to an individual faculty member.

STEP-3: FILING THE COUNSELLING FORM

- After the group of students allocated to a mentor. The mentor organizes a mentoring session with students in the second week after the commencement of class work. All the students will be informed about the mentoring session through circular. The mentor start filling the individual student details mentioned in the counselling forms. Each mentor should guide a group of 15-20 students. During the mentoring session, the mentor will make the student comfortable and try to develop a rapport with them, so that the students can easily approach the mentor in future.
- After Primary briefing and details filling, the mentor will interact with each individual student and will write the necessary information in the space provided. While, filling the details, the academic progress, behavioral aspects, attendance related issues and participation in all-round development activities should be taken into consideration. Based on all

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- such details, the mentor will identify the academic category of the students,
- i.e. slow learner, fast / advanced learner or weak students in studies. Depending upon the academic category of the students, he/she should be guided to grow and develop. Especially, for the fast / advanced learners, the necessary environment, encouragement should be provided to excel.

STEP—4: NEXT ROUND OF MENTORING

- The next round of mentoring should be arranged after the completion of first continuous internal examinations. The main purpose of this mentoring session is to monitor the academic performance of the students, to review the attendance, to review the marks they gained in the internal examinations, to review the overall development etc. The mentor will also observe the improvements in the students after the first round of mentoring.
- Thus in a semester, minimum two mentoring sessions will be arranged. However, for the special cases, where continuous monitoring and follow-ups are required, series of mentoring sessions can be arranged.
- The mentor will maintain a separate document either in hardcopy / softcopy for all the students assigned to him/her. They will keep all the update details of the students under him/her, provide them monitoring time to time and report the outcome to respective head of the department.

STEP-5: ANALYSIS

- After filling all the details mentioned in the Counselling form, it should be submitted to HoD of respective Department.
- For all the cases where improvement is not seen / difficult to mentor, should be immediately reported to the concerned higher authority.


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AUTONOMOUS
ELECTRONICS AND COMMUNICATION ENGINEERING (ECE)
2020 ADMITTED STUDENT INFORMATION

Name of the student : _____

Gender : _____

Date of Birth : _____

Father Name : _____

Mother Name : _____

Category : OC / BC - / SC / ST / Others

E-mail : _____

Convener/B-Category : _____

Fee Reimbursement : Yes or No

Aadhar No. : _____

Permanent address : _____

Education Qualifications:

10 th Grade	Year of pass	Inter Marks	Pass %	Year of pass

Parent Cell No	Student Cell No

I B.Tech, I-Sem		I B.Tech, II-Sem		II B.Tech, I-Sem		II B.Tech, II-Sem		III B.Tech, I-Sem		III B.Tech, II-Sem		IV B.Tech, I-Sem		IV B.Tech, II-Sem	
Subject	Grade	Subject	Grade	Subject	Grade	Subject	Grade	Subject	Grade	Subject	Grade	Subject	Grade	Subject	Grade
Total		Total		Total		Total		Total		Total		Total		Total	

Achievements:

- 1) GATE Score : _____
- 2) GRE : _____
- 3) TOFEL : _____
- 4) IELTS : _____
- 5) Internship : _____

Project (s)

- 1) Mini Project: _____
- 2) Main Project: _____

Placement Details

- 1) _____
- 2) _____

Online Courses


- 1) _____

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STUDENT SIGNATURE

STUDENT COUNSELLING INFORMATION

Sl. No	Date	Year & Semester	Problem Discussed	Signature of the student	Signature of the Counselor/ faculty	Action Taken


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