



STUDENT MENTORING POLICY

STUDENTS MENTORING POLICY





Policy for Student Mentoring Scheme

Introduction

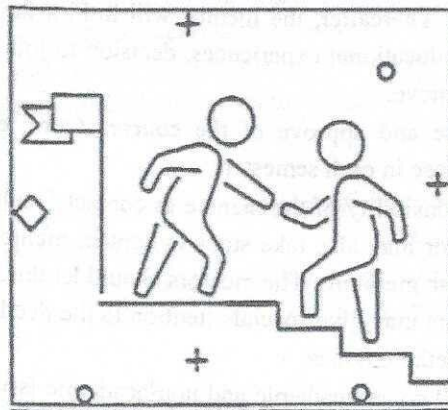
Mentor Mentee Scheme is an essential component for a successful career as it bridges the gap between the faculties and students. Mentoring provides students emotional and instrumental support, guidance, encouragement and better environment in college. A mentor plays a vital role in nurturing students and has a positive impact on students' persistence and academic achievement. A mentee can approach mentor for both educational and personal guidance. Mentoring is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the faculties and students.

Students from diverse social, cultural and economic backgrounds are admitted in the institute for whom it is quite difficult to cope up with the professional environment. Hence, there is a requirement of continuous mentoring of students for academic, social, personal and career guidance. Therefore, it becomes crucial to provide continuous mentoring that supports students academically, personally, socially, and professionally. Looking at all these needs of students, the college instituted a Mentor-Mentee system where a group of students (Mentees) are assigned to a faculty (Mentor) from the same Department.

To strengthen this initiative, the Internal Quality Assurance Cell (IQAC) guide faculty mentors to develop the skills and understanding necessary so that they can effectively support their mentees.

The Following policy (Mechanism) has been adopted by the college for its mentorship program.

Objective of Mentoring Scheme



- ❖ To provide academic support to the students.
- ❖ To provide guidance for professional development.
- ❖ To provide personal development guidance.
- ❖ To provide support for boosting the self-confidence of students.
- ❖ Help to establish a positive personal relationship.
- ❖ To inspire and motivate students to take part in co-curricular and extracurricular activities.
- ❖ To prepare for career advances & to develop skills as required.
- ❖ To regulate the academic involvement and assess the outcome.
- ❖ Help to increase the student's abilities to interact with other social & cultural groups.

Mentor-Mentee Mechanism

- Each faculty member (mentor) will be allotted a group of 10 to 15 students from the same academic session.
- Every student is assigned a faculty mentor after commencement of session and shall take necessary steps for the same.
- The mentor will remain same throughout the year of the study of the mentee. The mentor shall be changed only with the approval of the HOD in appropriate circumstances.
- The Orientation Programs / Sessions shall be organised for the newly admitted students at the beginning of the academic year where they will be familiarized with the program, academic policies, practices, and resources.
- The mentees will be intimated names of the mentors to whom they will be assigned, and the mentor details shall also be shared with the parents / wards of the students.

- The department shall take necessary steps to ensure that the faculty mentors are able to meet their assigned mentees at the time of the orientation session, A special session shall be set aside for the same. Thereafter, the mentor will hold a familiarization meeting to find out student's previous educational experiences, decision to join this course/branch and what the student hopes to achieve.
- Mentor shall advise and approve of the courses (core, elective and open elective) that mentee seek to choose in each semester.
- It shall be the responsibility of the mentee to contact faculty mentor at the appointed hour. However, the mentor may also take steps to contact mentees through e.mail / social media and other appropriate mediums. The mentors should let the mentees know the time and place for meeting. Mentors may give special attention to the needs of students who are challenged due to cultural and ethnic issues.
- The mentoring shall cover academic and non-academic issues faced by the mentees. Where required mentor shall recommend for professional help.
- For first year students, the mentor should preferably conduct at least one session per month. The sessions can be adjusted as per the requirement based mentoring when the students progress towards the second year.
- The mentors shall record mentee interactions every time when the student approaches the mentor for the purpose of mentoring.
- The mentors shall encourage the students to use their time effectively and productively.
- The mentors review students' progress quarterly via examining attendance and academic performance records as well as participation in co-curricular activities.
- The mentor shall take up academic issues of a serious nature and initiate action for resolution of the same.
- The mentor should encourage the mentee to take up challenging academic paths during his/her course of study.

Responsibilities of Mentor

1. Academic Guidance and Support:

Provide academic advice:

- ❖ Offer coaching and guidance to help mentees achieve their academic and personal goals.
- ❖ Provide meaningful exposure to new learning opportunities and experiences beyond the classroom.

Offer feedback and support:

- ❖ They provide regular feedback on academic progress, offering suggestions for improvement and encouragement.

Connect students with resources:

- ❖ Mentors help students' to access resources like companies providing internship and library resources, campus recruitment training sessions organized in college etc.

Monitor student progress:

- ❖ They track student grades and attendance, alerting the student and, if necessary formulate the plan of action for improving the academics and attendance of the students. As parents are also one of the important link in this process the parents or guardians are regularly get in communication through telephonic call or parents meeting.

Special and Advance Guidance:

- ❖ During communication and performance monitoring of the students, Slow and Advance learners are being found. Advance learners are motivated to score good CGPAs in all the semester and secure university ranks. Similarly they are encourages to enhance other skills by taking participation in extracurricular activities by participating in intercollegiate competition.
- ❖ Slow learners were encourage and guided for improving their marks and if required more revision of the topics done by remedial sessions.

Communicate with parents/guardians: The mentor contact parents or guardians telephonically to discuss student progress or concerns as well as during parents' meet also they discuss the various issues of mentee.

Maintain records: Mentors keep track of student progress and interactions with the student and their parents or guardians time to time or during parent teacher meet.

Provide a supportive environment by creating a safe and encouraging space for students to discuss their challenges and concerns.

Encourage participation in extracurricular activities to find opportunities to engage in activities that align with their interests and help them to develop professional as well as interpersonal skills. Students are always encouraged to participate in various events organized at college level, inter-college competitions and events held at university level.

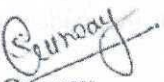
Model positive values and behavior: Mentors serve as role models for students, demonstrating positive attitudes, strong work ethics, and effective communication skills.

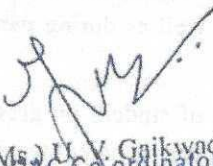
Responsibilities of Mentee

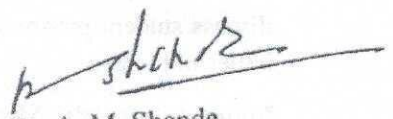
- Attend meetings regularly
- Be respectful towards everyone and the mentor
- Share details of her/his performances in academic, extra-curricular activities, etc with mentors
- Share his/her career plans and specific needs with mentor.
- Focus on the guidance or advice provided by the mentor.

Outcome of the Mentor-Mentee Program

- To empower students through imparting skills for self-awareness, self-management, social awareness and relationship management
- Identification of the learning abilities of the students and requirements of special needs.
- Identification of slow and advanced learners and take appropriate steps.
- Initiating new courses for career advancement of students based on student requirements.
- Modifications in the Teaching-learning pedagogies.
- Enhancing student participation in co-curricular and extra curricular activities.


Dr. S. Gurway
IQAC Co-Coordinator


Dr. (Ms.) D. V. Gaikwad
IQAC Co-ordinator
Priyadarshini College of Engg
Umred Rd., Nagpur


Dr. A. M. Shende
PRINCIPAL
PRIYADARSHINI BHAGWATI COLLEGE OF ENGG
UMRED ROAD NAGPUR



Annexure I

REGISTRATION FORM



PRIYADARSHINI BHAGWATI COLLEGE OF ENGINEERING, NAGPUR



An Autonomous Institute Affiliated to RTM Nagpur University, Nagpur

DEPARTMENT OF B.TECH FIRST YEAR
Session _____
STUDENT MENTORING SCHEME
Section: Computer Science & Engineering - I

Photograph

A. Personal Information:

Name in Full		
Date of Birth(DD/MM/YY)		
Blood Group		
Contact number	Parents :-	
	Students :-	
E-mail		
Aadhar No./driving license No.		
Local address		
Permanent address/address for correspondence		
PCM% / JEE/MHCET Score /Diploma %		
Type of Admission(MQ/CAP)		
Date of Admission in PBCOE		
Branch		
Section/ Roll No.		
Hobbies		
Sports		
Medical History/Precautions if any	Hereditary	
	Allergic to	
	Critical illness	
Any other information		

Parent/Guardian Information:

Father's Name:	Occupation / Designation:
	Contact Number and E - Mail:
Mother's Name:	Occupation / Designation:
	Contact Number and E - Mail:
Name of Local Guardian	Occupation / Designation:
	Contact Number and E - Mail:

Date:

Signature of Student

B.TECH.I Semester

1. Academic Performance

Sr. No.	Examination	Maximum Marks	Subjects					
1	Term I							
2	Term II							

2. Teacher Parents Interaction (Telephonic/Personal/E-mail)

Date	Time	Name	Relation with student	Issues discussed/Suggestion given	Signature of Parent

3. Teacher Mentor-Student Interaction

Sr. No.	Month	Date/Time	Issues discussed	Signature	
				Student	Teacher

4. Achievements and Participation in Technical/ Co-curricular/Extra curricular activities :

5. Remarks:

Teacher Mentor

Name & Signature of

B.TECH.II Semester

1. Academic Performance

Sr. No.	Examination	Maximum Marks	Subjects					
1	Term I							
2	Term II							

2. Teacher Parents Interaction (Telephonic/Personal/E-mail)

Date	Time	Name	Relation with student	Issues discussed/Suggestion given	Signature of Parent

3. Teacher Mentor-Student Interaction

Sr. No.	Month	Date/Time	Issues discussed	Signature	
				Student	Teacher

Date	Time	Name	Relation with student	Issues discussed/Suggestion given	Signature of Parent

3. Teacher Mentor-Student Interaction

Sr. No.	Month	Date/Time	Issues discussed	Signature	
				Student	Teacher

4. Achievements and Participation in Co-curricular/Extra curricular activities :

5. Remarks:

Name & Signature of Teacher Mentor
