

MENTORING SYSTEM TO HELP AT INDIVIDUAL LEVEL

To mentor the student at individual level, the Institute has a full-fledged Mentor- Mentee System in place. The faculty members act as mentors. The institutional practice of Mentoring System has been designed and implemented –

- To be student-centric
- To render equitable service to students of varied academic & financial backgrounds

ROLES & RESPONSIBILITIES OF MENTOR:

Mentors can take various roles during the mentoring relationship, depending on the nature of the mentees need and experiences. Mentors are required to perform the following duties:

1. The mentors should take the initiative in regularly organizing meetings with the mentees at least once in a month and devote time so as to build strong mentor and mentee relationship.
2. To ensure absolute confidentiality of matters discussed and information supplied by the Mentee.
3. To monitor the student's regularity and discipline in class.
4. To identify and work on professional, career and academics related deficiencies of the students by arranging PDP and Aptitude classes for them. Also, provides placement and career guidance to the students.
5. To brief the students on matters pertaining to their program of study, courses, fees, accommodation and the rules and regulations of the Institute. They are also advised on personal safety and security.
6. The mentors consistently monitor the attendance and academic performance of students by maintaining a proper record of each student. (Class attendance, marks of the assignment and quiz).
7. Motivating the students to take up minor research work/article writing/communityservice/field studies/ industrial training/industrial visits etc. which will ensure value addition and provide competitive edge.
8. Motivating the students to take part in GATE, CAT, GRE, GMAT examination and go for higher studies.
9. Recognize the students with learning difficulties and chalk out programs to assist them like providing them remedial classes if they face any problem in any of the subjects.
10. The mentors review CV/resume of the students and provide feedback. It can help the students in highlighting their strengths, and to find the areas they can improve which will help them to stand out as leading candidate they are applying for.
11. Advice the mentee regarding choice of electives, add on courses, external certifications, project, summer training/internships and other co curricular matters.
12. Intimate HOD and suggest if any coordinated action is called for.

13. Contact parents/guardians if situation demands e.g. irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.

Responsibilities of a Mentee

1. Respect the mentor
2. Regularly attend the meetings with the mentor and seek advice.
3. Provide the details of his/her performance, curricular and extracurricular activities to the mentor.