

Ref: GITS/IQAC/2021/14

Date: 2/9/2021

CIRCULAR

In the light of the Institution's Mentoring policy, the following procedure shall be followed and the attached format be used uniformly by all departments to keep record of mentor-mentee interactions from session 2021-22:

A. Mentoring in I Yr Engg:

1. On the admission in first year, HOD H&S shall make student groups and assign one teacher from Basic sciences and humanities to act as a mentor for the group.
2. The mentor shall get the 'Mentoring Form (BTech)' filled by the students with all the basic information required in the format.
3. As the student is new for the college and is going through a transition from school to college environment, a great deal of counselling is needed. The Mentor teacher is expected to interact with each student individually and keep on re-iterating about maintaining good academic record as well as regular participation in extra-curricular and co-curricular activities organized in the institute.
4. The Mentor should help the mentee in getting acquaintance with other teachers, incharges, students, etc. for smooth absorption in the system.
5. He/she should inform mentee about various facilities available in the college for students and various clubs/bodies where they can participate. The mentor should motivate and help mentee to become a member in some of the clubs and encourage to showcase his talents.
6. The mentor shall keep a note of the achievements and actions taken against (if any) in the form and should give a detailed passing-note at the end of the year containing his strengths and weaknesses'.
7. Minimum one interaction in each semester should be done individually and recorded with sign of mentee & mentor.
8. All the completed forms then shall be collected by HoD (H&S) and sent to respective HoDs for onward use (for engineering departments only).

B. Mentoring from II Yr Onwards (Engg.):

9. With the movement of the student from first year to II yr in a specific branch, head of the department shall make groups and assign one faculty member from his department to act as mentor and handover the 'Mentoring Form' received from the HoD (H&S).
10. For laterally admitted students, fresh forms shall be used after getting all the information filled by mentee. A record of his academic attainments in previous program and other information should be filled in the form after marking it as "Lateral Admission".
11. The assigned mentor shall continue to mentor the individuals in the group till the end of completion of their degree. In exceptional case, HoD will change the mentor mentioning the reason on the student's 'Mentoring Form'.

12. The mentor shall be responsible for induction of the student properly in the branch of study by giving him all information related to department facilities, staff, graduate attributes, career options and prospects; importance of good academic record for professional growth and career progression.
13. He should explore the strengths and interests of the mentee and guide him to exploit his talents for better professional life.
14. The mentor shall keep a note of the achievements of mentee and actions taken against (if any) in the form after verifying the details.
15. Identifying his weaknesses and planning for remedial action; recommendation regarding academic support needed by him to the class advisor; keeping track of actions and results thereof shall be done by mentor.
16. All interactions (minimum one per semester) should be recorded in the form with signatures of both.
17. The respective HoD shall monitor the mentoring process by random checking of record and verification with students.
18. The mentor will help in identifying the skill gaps and suggest the trainings needed by him for employability enhancement.
19. Each form should be handed over to HoD at the end of graduation of mentee with closing remarks by Mentor containing his observations about the skills, character, academic achievements and suggestion for career options suitable for him.
20. For issue of 'No Dues Certificate' at the time of leaving the college, HoD shall sign only after getting signatures of Mentor.
21. HoD will verify all forms and remarks and make endorsement before putting these in archives.
22. These Mentoring Forms shall form a genuine data bank for future use for his recommendations and should be stored with care.

A. Mentoring in MBA/MCA:

23. On the admission in first year, HOD (MBA/MCA) shall make student groups and assign one teacher from department to act as a mentor for the group.
24. The mentor shall get the 'Mentoring Form (MBA/MCA)' filled by the students with all the basic information required in the format.
25. As the student is new for the college, regular counselling is needed. The Mentor teacher is expected to interact with each student individually and keep on re-iterating about maintaining good academic record as well as regular participation in extra-curricular and co-curricular activities organized in the institute.
26. The assigned mentor shall continue to mentor the individuals in the group till the end of completion of their degree. In exceptional case, HoD will change the mentor mentioning the reason on the student's 'Mentoring Form'.
27. The Mentor and HoD shall carry out the responsibilities mentioned above at S.No.12 to 22.

B. **Role of Class Advisor:**

1. The HoD shall assign the role of class advisor to one of the faculty of the department who is teaching at least one subject to the class.
2. The faculty member assigned as Class advisor for a particular class in any discipline shall be the acting link between the HoD, teachers and Students.
3. He will be helping the HoD in planning, execution and monitoring of the classes and other activities for the class.
4. He will be monitoring the attendance of the students in class on regular basis and contact students (or guardians) who are falling short of attendance.
5. He will collect feedback from students informally and formally regarding delivery of curriculum and other matters and intimate the findings to HoD for actions.
6. He will be responsible for compiling the result analysis reports of all subjects provided by faculty teaching the subject immediately after assessments and plan for remedial actions for weak/slow learners in consultation with HoD.


DIRECTOR (IQAC)

Copy to:

1. PA to Director for information
2. All HoDs for implementation and informing faculty members