



MENTORING SYSTEM AND PROCESS

Guiding Students • Nurturing Potential • Building Excellence



Objective: To provide continuous academic, personal, career and psychological guidance to students, enabling holistic development, improved performance and overall well-being.

ROLES & RESPONSIBILITIES



FACULTY MENTOR

- Conduct regular meetings
- Monitor academic progress
- Guide and motivate students
- Identify slow & advanced learners
- Counsel and support
- Maintain records
- Communicate with parents
- Refer critical cases



STUDENT (MENTEE)

- Attend meetings regularly
- Discuss concerns openly
- Set goals and follow plan
- Implement mentor advice
- Participate in activities



HEAD OF DEPARTMENT

- Allocate mentors
- Monitor mentoring
- Review reports
- Facilitate interventions



IQAC / ACADEMIC MONITORING COMMITTEE

- Review mentoring practices
- Audit mentoring records
- Analyze outcomes
- Recommend improvements

MENTORING PROCESS FLOW



01 STUDENT ADMISSION



02 ALLOCATION OF FACULTY MENTORS (15–20 Students per Faculty)



03 CREATION OF MENTOR-MENTEE DATABASE (Academic, Personal & Contact Details)



04 ORIENTATION ON MENTORING

Objectives, Roles, Responsibilities & Expectations



05 INITIAL STUDENT PROFILING & NEED ANALYSIS

- Academic Background
- Learning Ability
- Financial Status
- Career Aspirations
- Personal Challenges



06 INDIVIDUAL GOAL SETTING WITH MENTOR



07 REGULAR MENTOR-MENTEE MEETINGS (Minimum Twice per Month)



08 DISCUSSION AND PERFORMANCE MONITORING

- Attendance
- Internal Marks
- Lab Performance
- Assignments
- Discipline
- Participation in Activities
- Skill Development



09 IDENTIFY STUDENTS REQUIRING SUPPORT

ACADEMIC SUPPORT

- Remedial Classes
- Bridge Courses
- Peer Learning
- Doubt Clearing
- Study Plan



PERSONAL SUPPORT

- Counseling
- Wellness & Well-being
- Motivation
- Stress Management
- Personal Guidance



CAREER SUPPORT

- Higher Studies Guidance
- Placement Training
- Internship Support
- Career Planning
- Skill Development



10 PARENT INTERACTION (IF REQUIRED)



11 REFERRAL TO HoD / COUNSELOR / DEAN (For Critical Academic or Personal Issues)



12 ACTION PLAN & FOLLOW-UP REVIEW



13 DOCUMENTATION IN ERP / MENTOR DIARY



14 SEMESTER-END PERFORMANCE REVIEW



15 FEEDBACK COLLECTION FROM STUDENTS



16 CONTINUOUS IMPROVEMENT OF MENTORING Based on Feedback and Outcomes

STUDENT MONITORING PARAMETERS



ACADEMIC

- Attendance Percentage
- Internal Assessment Marks
- University Results
- Laboratory Performance
- Assignment Submission
- Course Outcome Achievement



BEHAVIOURAL

- Discipline
- Communication Skills
- Leadership
- Teamwork
- Time Management



CAREER DEVELOPMENT

- Certification Courses
- Internship
- Placement Preparation
- Higher Education Planning
- Research Activities



PERSONAL DEVELOPMENT

- Confidence
- Emotional Well-being
- Financial Issues
- Stress Management
- Social Interaction

MENTORING DOCUMENTS

- Mentor Allocation List
- Mentor-Mentee Register
- Student Profile Form
- Meeting Register
- Parent Communication Register
- Counseling Referral Register
- Slow Learner Identification Report
- Advanced Learner Support Report
- Action Taken Report (ATR)
- Student Feedback on Mentoring
- Semester Mentoring Summary Report

EXPECTED OUTCOMES

- ✓ Improved attendance & academics
- ✓ Reduced student dropouts
- ✓ Early identification of at-risk students
- ✓ Enhanced placement readiness
- ✓ Improved student satisfaction
- ✓ Better mentor-student relationship
- ✓ Holistic student development
- ✓ Increased participation in research, innovation & extracurricular activities

MENTORING FREQUENCY

Mentor Allocation	Beginning of Academic Year
Student Profiling	Once per Semester
Mentor Meeting	Twice per Month
Parent Interaction	As Required
Academic Review	Monthly
Feedback Collection	Every Semester
Mentoring Audit	Every Semester



MENTORING
A JOURNEY OF TRUST,
GUIDANCE & GROWTH



Connect
Build Relationship



Understand
Know the Student



Guide
Plan & Set Goals



Support
Provide Timely Support



Empower
Develop Skills & Confidence



Achieve
Realize Potential & Success