Mentoring Process

The Mentoring activity focuses on encouraging the students to be regular to the classes and finding the academic and non-academic performance of the students. A group of 15-25 students (Mentees) are allotted to each faculty member (Mentor) for mentoring purpose. Mentor monitors the attendance of the student regularly, if necessary calls the parent to know the reasons for not attending classes and advices the student to be regular and involve/participate in various activities. Mentors will interact with their mentees to inculcate ethical and moral values and extend moral support and guidance to the students. The mentor interacts with mentees regularly to know the performance of the students in various activities and mentors provide the guidance for non-performing students.

Type of mentoring: Professional guidance/career advancement/course work specific/laboratory specific/all-round development. Number of faculty mentors: Number of students per mentor: Frequency of Meeting: (The institution may report the details of the mentoring system that has been developed for the students for various purposes and also state the efficacy of such system).
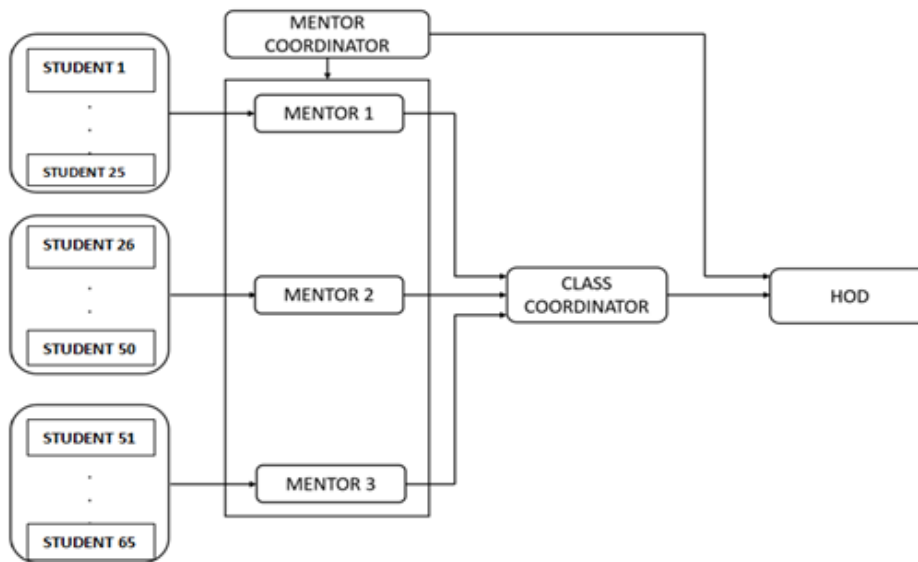
1. Mentoring System

CMR Engineering College has established a robust student mentoring system to support the student community, which is one of the best practices adopted in the institution. Students mentoring are our main priority. Each mentor takes interest in mentoring their mentees. Students are free to approach faculty for personal, professional, and other advices. Faculty members make special efforts to help the students for up liftment in their carrier growth.

The mentoring activity focuses on encouraging the students to think independently, indulge in effective interaction with their peers, inculcate ethical and moral values and extend moral support and guidance to the students. The mentoring process is described below.

- A group of 15-25 students are allotted to each faculty member for mentoring purpose and to empower the students. There are 20 faculty members allotted as mentors for II, III, and IV-year students. Based on the

Student's strength, each year number of faculty members are assigned the job of mentoring.

- The interaction by the mentors with their mentees happens every week as per the timeslot in the timetable and conducting Parent Teacher meeting for every semester.
- Mentor monitors the attendance of the student regularly, if necessary calls the parent to know about reasons for not attending classes and advices the student to be regular and involve/participate in various activities.
- The mentoring is done periodically on the performance of the students in the curricular, co-curricular and extra-curricular activities and then recorded in proctor forms which in-turn is conveyed to the parents.
- In an event of special attention for a student is required, the concerned mentor apprises the class coordinator of the student about it and ensures the special attention is being provided.
- Parent-teacher interactions are conducted twice in an academic year for attendance and progress report of the students to the parents. Student login is exclusively provided on the institution's website for providing necessary information regarding attendance, marks obtained in examinations etc. A mechanism is implemented to communicate the attendance and performance of the students regularly to the parents.
- A mentor coordinator is assigned the responsibility of supporting and monitoring the entire mentoring process. The mentor coordinator will submit the reports to the HOD about the performance of individual mentors.
- HOD meets the mentors and class coordinators on regular basis.
- Mentoring process.

Figure 9.1. Mechanism of Mentoring System

- The summary of mentoring system is given below.

Responsibilities of Mentors

- The Mentor is to monitor the overall improvement of student in attendance, academics as well as in placements.
- If a student is not attending to classes mentors will know the reason and guide the students attend the classes regularly.
- If a student has any problem in class the student will speak about it to mentors. And mentors will take the problem to class coordinator and then to Head of the Department where the problem can be resolved.
- Mentors will monitor the attendance of students and if they fail to get above 70%, mentors will Council the students, and know the reasons for poor attendance. Mentors guide the students to improve their attendance.
- Letters will be sent to parents In the middle of the semester for informing the performance and attendance of students.

Parent-Teacher Meetings

- Mentors will speak about the attendance, performance in classes, and the results of exams to parents by Conducting Parent-Teacher Meetings.
- For Parent-Teacher meetings the parents along with the students are invited to college.
- The parents can also ask the doubts to mentors regarding academics and performance of students. Every mentors contact details will be shared to the parents.
- If any students is absent to the classes parents can inform the same to mentors in advance.
- And Parents can also call the mentors and know the performance of students.

Student Responsibilities.

- Every student should have communication with their mentors.
- If any problem is there in class/college they should inform the same to mentors.
- If any subject is not understandable student should inform the same to mentor or class coordinator.
- If a student wants to take leave he/she should meet the mentor in advance and request grant the leaves, where mentor will speak to the parents and if the reason is Genuine the mentor will forward the request to Head of the department.
- Every mentor needs to keep track of the student's performance in academics and attendance. And should motivate the students to improve the performance