



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
(An Autonomous Institution)

Puducherry - 605 107



MENTORING SYSTEM

Policy

Version 2.0



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE
(An Autonomous Institution)

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NOTIFICATION

Ref: **SMVEC / IQAC / ACAD / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the Standard Operating Procedure for Mentoring System. This will come into force with immediate effect.

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Director cum Principal

DIRECTOR CUM PRINCIPAL
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(An Autonomous Institution)
Madagadipet, Puducherry-605 107.



POLICY FOR MENTORING SYSTEM OF SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

OBJECTIVE OF MENTORING

Sri Manakula Vinayagar Engineering College has a practice of mentoring its students to support individuals (mentees) in order to provide direction, support, and encouragement to help them to reach their personal and professional goals. They provide advice on setting career goals, making informed decisions, and identifying opportunities for growth. Mentors may offer guidance on job search strategies, networking, and professional development. Mentors offer emotional support to mentees, particularly during challenging times. Establishing a mentoring connection can help the mentee to grow, develop, and succeed in all facets of their life, whether they are academic, professional, or personal.

PROCEDURES FOR MENTOR-MENTEE ALLOCATION

- Any faculty with more than a year of experience can be assigned as a mentor
- The Head of the Department will select mentors from the available faculty based on the student strength in Department for the current academic year
- The Maximum number of students(mentees) to be assigned to a mentor is 15
- A Mentor will be allotted to a particular Mentee for his/ her entire stay at the college unless the mentor/ mentee leaves the Institution
- The Head of the Department should conduct meeting at the commencement of the academic year and issue revised mentees list to mentors by considering new students enrolled and mentors' availability
- Mentees assigned to mentor is circulated to all students and the copy has to be submitted to the Head of the Institution with the approval of Dean Academics
- In case, a Mentor proceeds for any kind of leave/ break/ resign etc. should handover all the Mentee records to the newly assigned mentor as recommended by the Head of the Department

ROLES OF MENTOR

- Collection of mentees personal data and hobbies

- Collection of mentee's performance through continuous assessment tests and model exams, End Semester results and arrear details if any
- Creation of WhatsApp group / Group mail ids for mentoring
- Sharing of Academic data, co-curricular, extracurricular and other relevant details during mentoring
- Verification of Subject notes and books availability with mentees
- Verify attendance of mentee and counsel, if attendance is less
- Update Continuous Assessment Test (CAT) marks in the track record and interact with mentee based on their performance
- Analyse and provide solution for mentee if he/she secures less marks in the CAT
- Support and arrange peer group learning for mentees for better performance
- Provide counselling with the parents if mentees performance is continuously poor
- Collect information related to Mentees Participation in Extra and Co-curricular activities and motivate them to participate more by appreciating them in WhatsApp group
- Guide and support the mentees to participate in Article/Paper presentation, project competition, co-curricular activities, extension activities and so on
- Mentees are given freedom to raise any issue to their respective Mentor and all Mentors should listen to the query and put forth efforts to provide solution to the mentee

REPORT SUBMISSION

- All Mentors shall conduct a formal meeting with the assigned Mentee once in every fortnight and record the meeting.
- The issues addressed in the meeting are to be kept confidential without disclosing the identity of the respective Mentee. In such cases, a general point may be recorded in the minutes and be made available to the Head of the Department, Dean Academics and Director cum Principal, if desired at any point of time

ACTION TAKEN REPORT

- Action Taken Report includes the personal efforts taken to resolve the issue in a brief and summarised manner and not merely forwarding the Mentee's concern to the concerned Department which will be treated as "Non Compliance"

- Once an issue is resolved, it should be reported as closed in the Action Taken Report and follow up on that concern issue may be taken forward in due course of time.