



**SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE**  
(An Autonomous Institution)  
Puducherry - 605 107



# **MENTOR-MENTEE SYSTEM**

Policy

version 3.0



# SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107

## NOTIFICATION

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

Date: **06-05-2024**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on May 04, 2024 in its resolution no. GB 2024.05.07.11 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 Policy on Mentor-Mentee System. This will come into force with immediate effect.

**Dr. AA. Arivalagar**  
IQAC coordinator

**Dr. S. Anbumalar**  
Dean Academics

**Dr.V.S.K. Venkatachalapathy**  
Director cum Principal

**Dr. A.A. ARIVALAGAR, M.Tech., Ph.D.**  
IQAC Co-ordinator  
Sri Manakula Vinayagar Engineering College  
(An Autonomous Institution)  
Madagadipet, Puducherry-605 107.

**Dr. S. ANBUMALAR, B.E.M.E.Ph.D.**  
DEAN ACADEMICS  
Sri Manakula Vinayagar Engineering College  
(An Autonomous Institution)  
Madagadipet, Puducherry - 605 107.

**DIRECTOR CUM PRINCIPAL**  
SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE  
(An Autonomous Institution)  
Madagadipet, Puducherry-605 107.

## POLICY ON MENTOR-MENTEE SYSTEM

### VISION

To foster holistic development, academic excellence, and emotional well-being of students through a structured Mentor-Mentee system that reflects the values and mission of SMVEC- “Educate, Empower and Excel”

### OBJECTIVES

The Mentor–Mentee system aims to:

1. Provide continuous academic and personal guidance to every student.
2. Build a strong faculty–student relationship based on trust, empathy, and confidentiality.
3. Identify and support slow learners and advanced learners through targeted mentoring.
4. Promote social, ethical, and professional growth aligned with the Indian value system and core educational values.
5. Create an early intervention mechanism for attendance, discipline, or emotional concerns.
6. Ensure regular communication among students, mentors, parents, and the institution.

### MENTOR-MENTEE STRUCTURE

Category	Details
<b>Mentor–Mentee Ratio</b>	1:15 to 1:20
<b>Allotment</b>	Every faculty member will be assigned mentees by the Head of Department (HOD).
<b>Continuity</b>	Mentees remain under the same mentor throughout the program, as far as possible.
<b>Substitution</b>	If a mentor leaves, mentee files are formally handed over to the new mentor with the approval of HoD.

### ROLES AND RESPONSIBILITIES

#### Mentor

A mentor acts as a guide, counsellor and academic advisor.

## Responsibilities:

1. Conduct at least one meeting per month (individual or group).
2. Maintain Mentor File / Digital Record (attendance, Continuous Assessment Test, Semester Grade Point Average, behaviour, grievances).
3. Counsel students regarding:
  - o Academic progress and attendance.
  - o Personal or emotional well-being (refer serious cases to the Student counsellor).
4. Inform parents periodically about academic and attendance status.
5. Encourage participation in co-curricular, extra-curricular, and social service activities (National Service Scheme, Youth Red Cross, **Institution's Innovation Council**, etc.).
6. Identify:
  - o Slow learners – recommend remedial coaching, peer tutoring.
  - o Advanced learners – encourage online courses (National Programme on Technology Enhanced Learning (NPTEL) / Study Webs of Active-Learning for Young Aspiring Minds (SWAYAM)), projects, publications, and competitions.
7. Guide on:
  - o Career choices (Placement / Higher Studies / Entrepreneurship).
  - o Internships, certifications, and professional memberships.
8. Ensure confidentiality, fairness, and empathy in all interactions.
9. Submit a semester-end mentoring report to the HoD and IQAC.

## Mentee

Each student (mentee) is expected to:

1. Attend mentoring sessions regularly.
2. Share academic, personal, or professional goals with honesty.
3. Maintain discipline, punctuality, and dress code as per Institution norms.
4. Seek guidance when facing challenges - academic or personal.
5. Show progress and actively participate in departmental and institutional events.
6. Communicate updates to parents and mentor regarding attendance and performance.

## Mentoring Process

S.No.	Activity	Responsibility
1	Allocation of mentees to mentors	HoD
2	Orientation for mentors and mentees	Dean (Academics) & IQAC
3	Initial profile collection (academic, socio-economic, health)	Mentor
4	Monthly meetings and documentation	Mentor

5	Academic monitoring after each internal test	Mentor & Tutor
6	Parent communication & remedial actions	Mentor
7	Department-level review	HoD
8	Institutional review by Dean Academics	Committee

## MENTORING FOCUS AREAS

1. **Academic Mentoring:** Attendance, Continuous Assessment Test(CAT) Marks, project progress, learning outcomes, continuous assessment performance and improvement in academic excellence.
2. **Career Mentoring:** Placement guidance, internship planning, entrepreneurship orientation, resume building, interview preparation, networking, holistic improvement through alumni support and professional skill development.
3. **Personal Mentoring:** Stress management, motivation, life skills, emotional intelligence development, and self-confidence building.
4. **Social Mentoring:** Civic responsibility, community service, gender sensitization, ethical awareness programs, social leadership development initiatives and to make the students as law abiding, responsible citizens.
5. **Lab Assessment:** Practical skill evaluation, experiment performance analysis, record maintenance, viva voce examination, and application of theoretical concepts in laboratory practice.
6. **Open Elective:** To monitor the student's participation and performance during hands-on training in the Open Elective course and guide them to enhance conceptual clarity, interdisciplinary learning, and practical exposure.
7. **Professional Elective:** To evaluate the student's domain-specific performance during hands-on training in the Professional Elective course and support improvement in technical competency, systematic record keeping, and viva voce readiness for career advancement.

## GUIDELINES FOR SLOW AND ADVANCED LEARNERS

Type	Mentor Action
<b>Slow Learners</b>	Identify causes of low performance, arrange remedial sessions, peer learning, counselling.
<b>Advanced Learners</b>	Encourage research, hackathons, and Massive Open Online Course, (MOOCs ) promote leadership and innovation.

## DOCUMENTATION

Each mentor shall maintain:

1. **Mentee Profile Sheet** – personal & academic details, participation co-curricular and extra-curricular activities
2. **Mentoring Logbook** – record of all interactions.
3. **Performance Tracker** – attendance, Continuous Assessment Test (CAT), Semester Grade Point Average (SGPA), progression.
4. **Parent Communication Record** - reports and feedback.
5. **Summary Report** – submitted each semester to HoD.

## EVALUATION & REVIEW

- All mentor–mentee interactions are strictly confidential.
- Mentors must not misuse student information.
- All disciplinary and psychological issues shall be reported to the designated committee for suitable action (Discipline / Counselling / Women's Cell).

## EXPECTED OUTCOMES

- Improved attendance and academic success.
- Strengthened teacher–student relationship.
- Reduced dropout and grievance rates.
- Enhanced placement and higher education readiness.
- Holistic student development aligned with SMVEC's mission.

## REVIEW AND REVISION

This policy shall be reviewed as and when required by the Dean (Academics) and IQAC, incorporating feedback from students, parents and faculty.