



**VIVEKANANDHA**  
**COLLEGE OF ENGINEERING FOR WOMEN (AUTONOMOUS)**  
Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai.  
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## **Mentoring Policy**

Students from various demographic and academic profiles are joining the institution. The college life of students is changing very fast with high desires to achieve in academics, secure jobs with respectable earnings, build their careers of their choice, and integrate learning of various skills with curriculum to ensure job security and to cope up with the information available on the social media. At the same time, with the fast advancement in global technological developments in science and higher education is becoming more and more complex and challenging. All of this creates a lot of anxiety and uncertainties among college students about their success during and post-college. Hence, there is a requirement of continuous mentoring of students for academic, social, personal and career guidance. Looking at all these needs of students, the college instituted a Mentor-Mentee system where a group of students (Mentees) are assigned to a faculty (Mentor) from the same Department. The Following policy has been adopted by the college for its mentorship program.

### **Mentor Mentee Mechanism**

- Faculty members (Mentors) will be assigned a group of 15 to 20 students from the same Department.
- The mentee once assigned to a mentor will continue with the same mentor till the end of the program of study.
- Every Year, First Year students will be added to the mentors list in place of graduating students. Each mentor will have mentees from 1st year to 4<sup>th</sup> year.
- First year students will be assessed by Psychiatrists available in our sister institution (SVMCH) and their grievances will be addressed in the starting of their college life itself.
- Student profile will be maintained with necessary demographics and academic details.

### **Responsibilities of Mentor**

- Conduct at least one meeting (online/offline) in a month. In total each mentor will spend at least 8 hours with mentees in a semester.
- Assess mentee's background, knowledge, skill, motivation, experience, hobbies, etc. Ensure all are duly entered in the student profile.
- Help mentee to identify their dream career.
- Help to improve upon communication skills and shed hesitation.
- Counsel, guide and advice mentee to accomplish their goal in academic and career development.
- Help them solve their concerns with appropriate support and referral available.
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- Encourage inquisitiveness and interest in academic, extracurricular and social works.
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- Conduct discussions on socio-cultural aspects of the country to make good citizens.
- If the situation demands, contact parents/guardians and provide the information about the achievements of their wards.
- Update them on various scholarships, fellowships, competitions, internships, research projects, job opportunities, etc.
- Develop leadership quality, teamwork among mentees.
- Develop a long term relationship and keep in contact to see the effects of mentoring and the progression of the mentee.
- After completion of each session, submit the student profile and a brief report to HoD, keeping the information and discussions with the mentees confidentially.
- Listen to the mentees, be flexible, be empathetic, be respectful and invest time and effort.
- Identify the learning abilities of their mentees and suggest necessary suggestions to attend any skill development programs, career counselling sessions from professionals, preparation for various entrance examinations, etc.
- Reaching out to other colleagues to request to conduct special/remedial classes for slow learners in the group.

### **Responsibilities of Mentee**

- Attend meetings regularly.
- Be respectful towards everyone and the mentor.

- Share details of her performances in academic, extra-curricular activities, etc with mentors
- Share her career plans and specific needs with the mentor.
- Respect fellow mentees during group interactions.
- Focus on the guidance or advice provided by the mentor.

### **Outcome of the Mentor-Mentee Program**

- To empower students through imparting skills for self-awareness, self-management, social awareness and relationship management.
- Identification of the learning abilities of the students and requirements of special needs.
- Identification of slow and advanced learners and take appropriate steps.
- Proposal for augmenting curriculum as per the requirement of the students.
- Initiating new courses or modification in the existing courses for career advancement of students based on their mentee requirements.
- Suggesting modifications in the Teaching-learning pedagogies
- Mentors have all years of Mentees from 1st year to 4th years. Hence, it typically involves a senior and junior relationship, peer mentoring emphasizes mutual learning, shared experiences, and collaborative problem-solving.

### **Faculty and college responsibility towards Slow learners**

The college environment and the institute culture are new for the fresh students. An induction/inducement programme is offered to the first year students to know about the college, infrastructure facilities, academic and administrative regulations and procedures. Mentoring and connecting with faculty members for slow learners and students from rural backgrounds is the most important part of induction. Hopefully, it would set up a healthy relationship between the students and the faculty. Mentoring takes place in the context and setting of universal human values. It gets the student to explore oneself and allows one to experience the joy of learning, stand up to peer pressure, take decisions with courage, be aware of relationships, be sensitive to others, understand the role of money in life, and feeling of prosperity, etc.

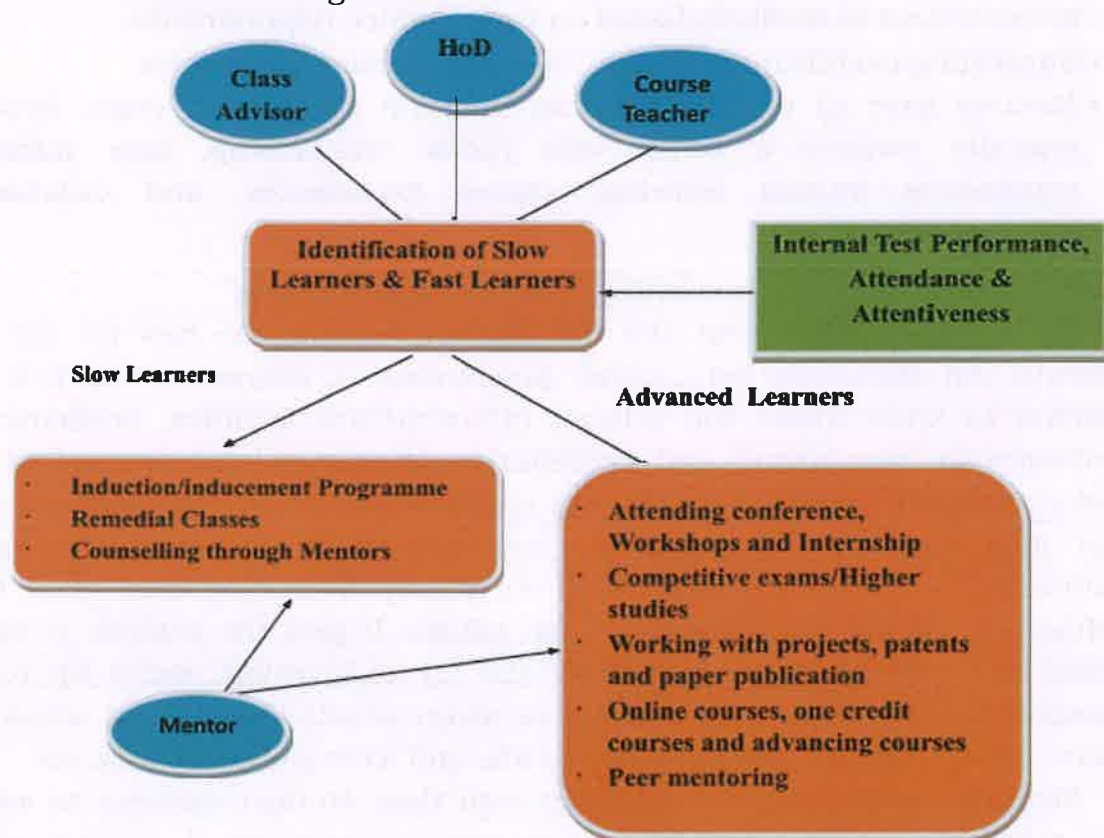
Mentors conduct regular meetings with their student mentees to monitor their academic progress and for any personal counselling. A student scoring less than 50% marks in internals are considered as an academically slow learner. These lists are revised periodically based on the students' performance in the subsequent internal tests. The figure below demonstrates that the HoD, class advisor, course teacher and Mentors continuously keeps track of the academic performance of the students and identifies those who have poor

academic performance and attendance as slow learners. Mentors get engaged with such students and assist them by helping in completion of assignments and recommending remedial classes for them.

### Faculty and college responsibility towards Advanced learners

Based on the internal test performance and previous end semester results, the students securing good grades greater than 7.5 CGPA are identified as Advanced Learners. Mentors pay more attention to Advanced Learners to groom them still better. In case of Advanced learners, mentors encourage and motivate them to perform better in academics as well as provide them different platforms for their professional development. Advanced learners are encouraged to

1. Attend Conference, Workshops and Internship
2. Attend Competitive exams/Higher studies
3. Work with projects, patents and paper publication
4. Attend Online courses, one credit courses and advancing courses
5. Peer Mentoring activities



### Assessing Learning Level & Programmes for Slow and Advanced Learners