# Alva's Institute of Engineering & Technology, Moodbidri



# POLICY ON STUDENT MENTORING

## VERSION 1.2

## JUNE 2019

Document Number: AIET/MNT - 12

**Change history:**

| Sl. No. | Date | Section No. | Change Description | Reason for Change | Section Revision No. | Current Document Version No. |
|---|---|---|---|---|---|---|
| 1 | 18 Jun 2016 | 5 | Incorporated Mentor-Mentee scheme | To provide the significance for the meritorious students | 1.0 | 1.1 |
| 2 | 14 Jun 2019 | 3 | Renaming the Scheme | Scheme is renamed as Margadarshi | 1.1 | 1.2 |

**Date of release by IQAC: 14 Jun 2019**

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| Date: 07 May 2019 | Date: 21 May 2021 | Date: 14 Jun 2019 |

# POLICY ON STUDENT MENTORING

## 1. POLICY STATEMENT:

This policy is to provide the framework for the holistic development of students through robust mentoring system over the period of time, considering need for emotional support for the students of various socio-economic, geographical backgrounds.

## 2. Definition:

*"Students"* means UG & PG student of AIET.
*"Slow Learner"* means the student scoring less than threshold score in preceding examination
*"Advance Learner"* means the student scoring greater than threshold score in preceding examination

## 3. SCOPE:

Initially the institute came up with a mentoring system named as *Teacher-Guardian scheme* (until AY 2015-16) wherein focus was on to support the slow learners for their comprehensive academic development. The institute has widened the above mentoring system for holistic development of both Slow and Advanced learners of this institute. The amended policy is implemented from academic year 2016-17 with the name as *Mentor-Mentee system*. In 2019-20, *Mentor-Mentee* System is renamed as *Margadarshi Scheme.*

## 4. OBJECTIVES

4.1 To support students throughout their academic program and act as a local guardian, thereby assist them to enhance their academic performance to achieve goals.

4.2 To improve academic performance of slow learners by building confidence through regular mentoring.

4.3 To encourage advanced learners in learning content beyond syllabus, by facilitating them with resources and further guiding them to inculcate lifelong learning attitude.

## 5. POLICY FEATURES

5.1 Based on previous academic performance the students are grouped as *Advanced learners* and *Slow learners*.

5.2 Faculty members are assigned the role of mentors.

5.3 As per the current mentoring policy each mentors are assigned with mentees comprising 15-20 *Advanced learners* and 1-3 *Slow learners*.

5.4 Mentors maintain records of the mentees as per the form provided in annexure – I.

5.5 The *Slow learners* are mentored bearing an objective of their progression into *Advanced learner*

5.6 The *Advanced learners* are mentored for enhancement of their learning ability in content beyond the syllabus.


Over a period of time the above system of mentoring will motivate mentees to stimulate their growth into holistically groomed professionals, contributing for nation building.


*PRINCIPAL*

# SOP-STANDARD OPERATING PROCEDURE
# FOR STUDENT MENTORING

AIET mentoring system is named as **"Margadarshi".**

1. Heads of the department of Basic Science and Humanities shall categorize the first year (I-II semester) students based on the performance in qualifying examination (QE) i.e. Second year Pre university examination as Advanced Learners (>60% in QE) and Slow Learners (<60% in QE).

2. Heads of the Engineering programs shall categorize the students of III-VIII semesters, based on their performance in the Semester End Examination (SEE) becomes a benchmark to categorize them as advanced (>60% in SEE) and slow learners (<60% in SEE).

3. Head of respective departments shall allot 15-20 students per mentor (faculty), in which 1-3 slow learners should be included.

4. Mentors shall,

   a. Follow the processing of mentoring as per the mentoring dairy provided by IQAC.
   b. Meet mentee twice a week as per their convenience.
   c. Conduct mentoring session to provide academic and emotion support to mentee.
   d. Monitor continuous progress of the mentee and document the progress.
   e. Suggest the slow learners to sign-up for co-curricular and extra-curricular activities as members.
   f. Suggest the advanced learners to take lead in organizing co-curricular and extra-curricular activities.
   g. Refer (if required) the mentee for special counselling session with professorial counsellor on need basis through HOD under 'BELAKU' Scheme.

5. Exclusion:

   a. The Principal/Deans are relaxed from mentoring, however they may be allotted with a few mentees, if required.