

MENTORING SYSTEM
POLICY

1. Purpose & Objective

The purpose of the mentoring system in the B.Tech program is to provide continuous academic, personal, and professional guidance to students, ensuring their holistic development in alignment with the objectives of KTU.

Objectives:

- To provide academic and emotional support to students throughout their undergraduate journey.
 - To identify and address the academic and personal challenges faced by students at an early stage.
 - To enhance student-teacher interaction and create a support system that fosters a positive learning environment.
 - To assist students in setting and achieving academic, career, and personal development goals.
 - To encourage participation in co-curricular and extra-curricular activities.
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2. Scope

This mentoring policy is applicable to:

- All B.Tech students enrolled in the institution under the KTU curriculum.
 - All teaching faculty members designated as mentors.
 - Department Heads, Class Tutors, and the College Mentoring Coordinator responsible for the administration and supervision of the system.
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3. Mentoring Process

3.1 Mentor-Mentee Assignment

- Each faculty member is assigned a group of 15–20 students (mentees) at the beginning of their first semester.
- The same mentor continues with the same group of students for the entire duration of the B.Tech program, where possible.

3.2 Mentor's Role

- Conduct regular meetings (at least once a month) with mentees, individually or in groups.
- Monitor the academic performance, attendance, and participation of mentees.
- Provide guidance on academic planning, internships, placements, higher studies, and personal issues.
- Maintain confidential records of each mentee's progress and issues discussed.

- Identify students needing counseling or additional academic support and refer them appropriately.

3.3 Mentee's Role

- Attend mentoring sessions regularly.
- Share academic and personal concerns openly and honestly with their mentor.
- Actively seek and implement guidance and feedback provided by the mentor.

3.4 Documentation

- A mentoring record is maintained for each mentee, including:
 - Academic performance (internal marks, attendance, etc.)
 - Notes from mentoring sessions
 - Action plans, goals, and achievements
 - Data is periodically reviewed and stored digitally or in hard copy as per college policy.
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4. Monitoring and Review

4.1 Departmental Monitoring

- Each department designates a Mentoring Coordinator to oversee implementation.
- Class Advisors coordinate with mentors to ensure timely meetings and documentation.

4.2 Institutional Oversight

- The College Mentoring Cell, under the leadership of the Principal or Dean (Academics), periodically reviews mentoring effectiveness.
- Audits of mentoring records are conducted once every semester.
- Feedback is collected from students and mentors via surveys or meetings to assess the quality and impact of mentoring.

4.3 Corrective Measures

- Mentors needing support or training receive guidance through workshops or peer support.
 - Students who are irregular in mentoring sessions are counselled and monitored more closely.
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5. Expected Outcomes

- Improved academic performance and reduction in drop-out rates.
- Stronger student-teacher relationships and increased student satisfaction.
- Early identification and resolution of academic and personal issues.

- Higher participation in internships, projects, placements, and higher education opportunities.
- Development of well-rounded graduates who align with KTU's graduate attributes and institutional goals.