

**Alva's Institute of Engineering & Technology,
Moodbidri**



POLICY ON STUDENT MENTORING

VERSION 1.1

JUNE 2019

Document Number: AIET/SMNT - 11

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
2	14 Jun 2019	3	Renaming the Scheme	Scheme is renamed as Margadars hi	1.0	1.1

Date of release by IQAC: 14 Jun 2019

Prepared by	Reviewed by	Approved by
Dr. Basavaraj B Dr. Praveen J Dr. Ramaprasad A T Mr. Yogesh Rao	Dr. Peter Fernandies	GC Members
Date: 07 May 2019	Date: 21 May 2019	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 *Margarshi 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

PRINCIPAL
Alva's Institute of Engg. & Technology
Majur. MOOSIDI - 574 221, K.A.

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.


PRINCIPAL
Ain's Institute of Engg. & Technology
Majr. MOORSIDDI - 544 274, DR



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, Mijar, Moodbidri, D.K - 574225

Phone: 08258-262725, Fax: 08258-262726

“MARGADARSHI” -MENTOR DIARY, YEAR OF ADMISSION _____

Name of the Mentor	
Designation	

Name of the Student				Photo Copy	
USN		Dept.			
Student Contact No.		Sem/Section			
Name of the Parents	Father	Mother			
Parents Contact No					
Communication Address					
SSLC %		Management <input type="radio"/>	CET <input type="radio"/>	CET Rank	
PUC/Diploma %		Hostelite/Day Scholar			

A) PREVIOUS SEMESTER RESULTS

I-Sem	II-Sem	III-Sem	IV-Sem	V-Sem	VI-Sem	VII-Sem	VIII-Sem

B) ANY ARREARS SUBJECTS

I-Sem	II-Sem	III-Sem	IV-Sem	V-Sem	VI-Sem	VII-Sem	VIII-Sem

C)

ACADEMIC HISTORY:

QUALIFICATION	PERCENTAGE	YEAR OF PASSING	BOARD/SCHOOL/COLLEGE
SSLC(X)			
PUC			
DIPLOMA			

Sl.No	Additional Details	Remarks (Details)
1	Parents Education	
2	Parents Occupation	
3	Annual Income	
4	Number of Siblings	
5	Hobbies	
6	Health Issues	
7	PRESENT PROBLEMS (if any):	



D) CO-CURRICULAR AND EXTENSION ACTIVITIES

Additional Courses	Description of the activity	Achievements Remarks
Name of the Certification Program Attended		
Name of Add-on Courses Attended		
Name of Online Courses taken		
Internships		
Workshops/Training		



Mini Projects		
Paper Publications		
Sports Achievements (if any):		
Cultural Achievements(if any)		
Representation AIET/VTU		



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

Shobhavana Campus, Mijar, Moodbidri, D.K - 574225

Phone: 08258-262725, Fax: 08258-262726

E) ACADEMIC PERFORMANCE (FORMATIVE + SUMMATIVE)

SEM:

I - Internal Assessment Marks and Attendance Details:

Name of the Subject								
Test Marks								
Attendance %								

Reasons for Poor performance(if any):

Action Suggested by Mentor:

II - Internal Assessment Marks and Attendance Details:

Test Marks								
Attendance %								

Reasons for Poor performance(if any):

Action Suggested by Mentor:

III - Internal Assessment Marks and Attendance Details:

Test Marks								
Attendance %								

Average Internal Assessment Marks and Attendance Details:

Test Marks								
Attendance %								

Reasons for Poor performance(if any):

Action Suggested by Mentor:

Semester End Exam(Summative) Marks

Final Marks								
-------------	--	--	--	--	--	--	--	--

Remarks:

Signature of the student

Signature of the Mentor:

