

Institutional Mentorship Policy

GURU NANAK INSTITUTE OF TECHNOLOGY

PREPARED BY:	REVIEWED BY:	APPROVED BY:
Ref. No: GNIT/IQAC/2019/23 <i>MR</i>	<i>AVS</i>	<i>SK</i>
DATE: 19.03.2019	20.03.19 REGISTRAR (Acting)	Principal 22/3/19

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GURUNANAK INSTITUTE OF TECHNOLOGY
KOLKATA-700 114

POLICY ON STUDENT MENTORING

Mentorship plays a crucial role in the development and success of students in an engineering institute. Below is a detailed policy outline for mentorship in Guru Nanak Institute of Technology:

1. POLICY STATEMENT:

This policy aims to establish a comprehensive mentoring system that fosters the holistic development of students over time, taking into account the diverse socio-economic and geographical backgrounds of the students. Recognizing the importance of emotional support, the policy seeks to create a nurturing environment that addresses the unique needs of students, ensuring their well-being alongside academic and professional growth.

2. Objectives:

The mentoring policy is designed to implement effective interventions that enhance the performance of underperforming students and excel the outstanding students. With this goal in mind, several objectives have been identified to achieve the desired outcomes:

- i) To provide focused guidance and motivation to students, enabling them to achieve their learning goals and enhance their academic performance.
- ii) To enhance the academic performance of slow learners who require additional support, the mentoring program aims to build their confidence through regular guidance and mentorship, thereby improving their learning outcomes.
- iii) Furthermore, the program strives to foster a conducive environment for advanced learners by providing them with resources and guidance to explore content beyond the syllabus. The goal is to cultivate a lifelong learning attitude among these students, encouraging them to seek knowledge and develop their skills beyond the boundaries of the curriculum.
- iv) To cultivate a sense of interest and enthusiasm among students towards academics and other institutional activities, fostering their overall engagement and participation.

- v) To equip students with valuable information regarding preparatory courses, including bridge courses and skill development programs that can supplement their academic journey and enhance their skills and knowledge base
- vi) To motivate the excellent category of students to perform and contribute in much better way and to perform outstanding

SOP-STANDARD OPERATING PROCEDURE FOR STUDENT MENTORING

- **Mentor- Mentee Ratio: 1: 20**
- **Mechanism of Mentoring:**
 - i. A mentoring program will be organized during each semester of the academic year, ensuring regular and consistent support for students. By conducting the mentoring program every semester, students will have access to continuous guidance and assistance, contributing to their overall development and success.
 - ii. Before the commencement of each semester the mentor allocation must be completed and authorised and notified by the Head of the Institute.
 - iii. Mentor must conduct a Mentor Orientation Program at the starting of each semester.
 - iv. Identification of slow and advanced learners (as per the Institutional SOP)
 - v. Mentor-Mentee meet: minimum twice in a week and more if situation demands
 - vi. Mentors are expected to:
 - a. Follow the mentoring process outlined in this policy
 - b. Schedule and attend minimum two weekly meetings with their mentees, based on mutual convenience.
 - c. Conduct mentoring sessions to offer academic and emotional support to the mentees.
 - d. Monitor the mentees' progress consistently and maintain documentation of their development in the prescribed format of Institutional Mentors' card.
 - e. Encourage slower learners to participate in co-curricular and extra-curricular activities as members.
 - f. Guide advanced learners to take the lead in organizing co-curricular and different extra-curricular activities.

- g. When necessary, refer mentees to special counseling sessions with a professorial counselor through the Head of Department (HOD)

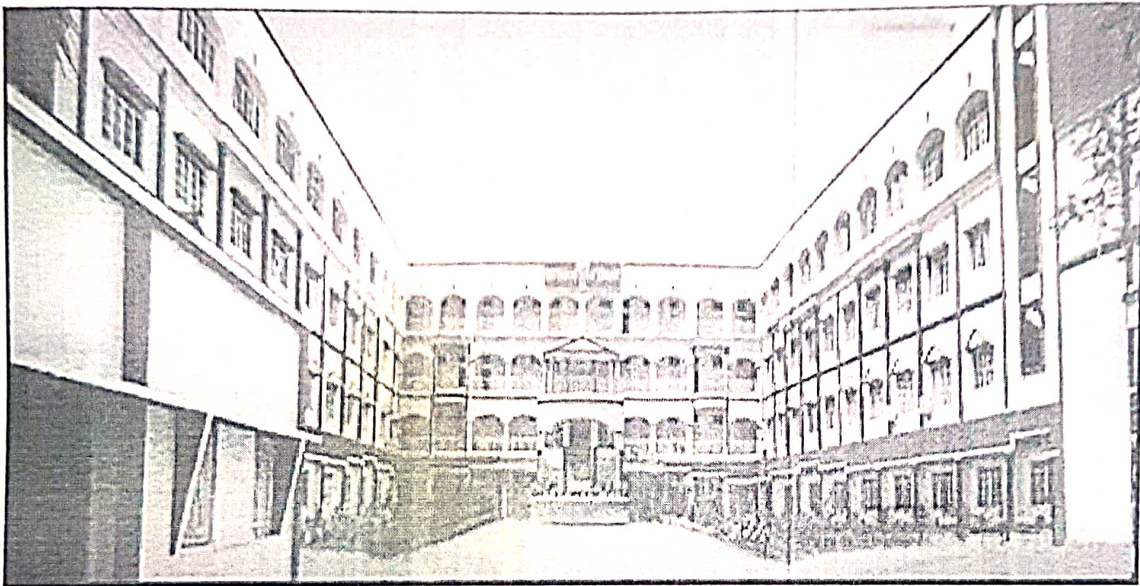
- vii. **Parent- Mentor Meet:** In every semester minimum one Parent- Mentor Meet usually conducted as per the academic calendar. But Mentors may also contact to concerned parents as per the requirement.

- vii. **Action taken report generation and analysis:** All the Mentors should prepare the action taken report in detail and update it time to time. The concern Mentor should share the progress report of their mentees in the Departmental Academic Committee (DAC) meeting.

SAMPLE MENTORSHIP CARD

GURUNANAKINSTITUTE OF TECHNOLOGY

MASTERCARD FOR MENTORSHIP



Name of Student:

Stream:

Univ. Registration No:

ID No:

Year of Admission:

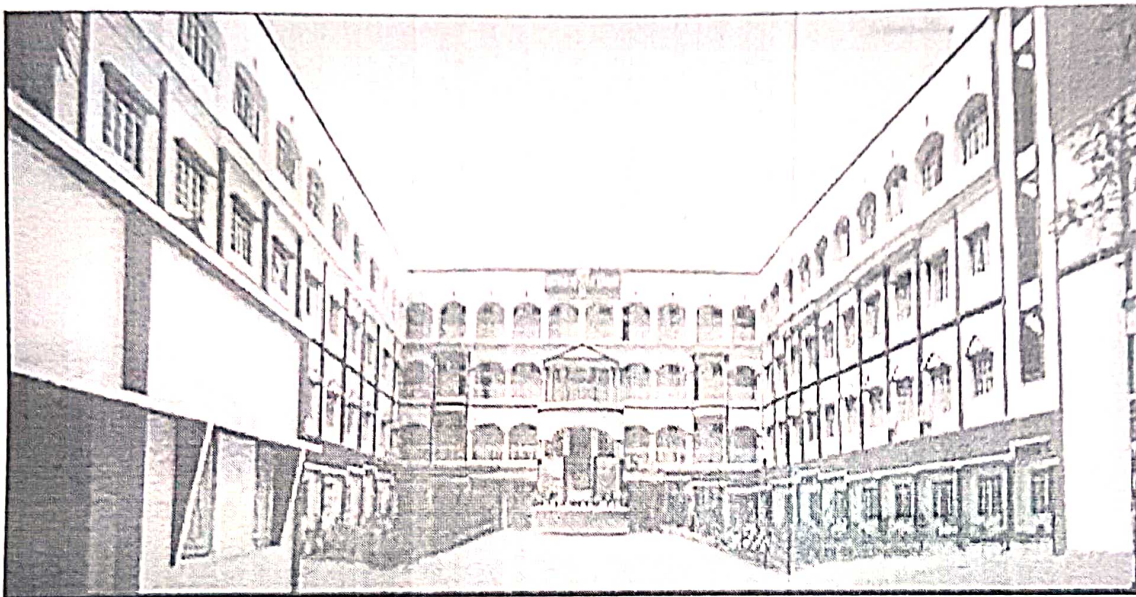
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SAMPLE MENTORSHIP CARD

GURUNANAKINSTITUTE OF TECHNOLOGY

MASTERCARD FOR MENTORSHIP



Name of Student:

Stream:

Univ. Registration No:

ID No:

Year of Admission:

Contact No:

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MINISTAR I. R. 100.03

Section:

Name of Mentor:

Mobile number of Mentor (if any):

ID of Mentor:

Score of the student (BIPPA / IEP) : Highest Score
 or Class (BIPPA / IEP) : Attendance or Distraction
 Subject with Score:

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Extended Academic program:

S. No.	Type of Program	Name of Vendor/Institution	Commence Date	Scientific/Classroom/Practical	Number of Classes attended	Remarks, if any
1	Soft Skill Program					
2	Openbook Test					
3	IELT activities					
4	GAPE Preparation/activities					
5	Any other, specify					

Any disciplinary actions:

Reason:

B) Education/Date:

C) Name of Committee Member:

D) Details of disciplinary action taken:

E) Remarks:

Signature of Member

SEMESTER 2 RECORDS

Session:

Name of Mentor:

Mobile number of Mentor:Email

id of Mentor:

Score of the student (SGPA, YGPA): Highest Score
 in Class (SGPA, YGPA): Attendance of the student:
 Subject wise Score:

Paper name													
Paper code													
Score													

Extended Academic program:

Sl. No.	Type of Program	Name of Vendor/Trainer	Duration & Date	Number of Classes conducted	Number of Classes attended	Remarks, if any
1	Soft Skill Program					
2	Aptitude Test					
3	SLC activities					
4	GATE Preparatory courses					
5	Any other, specify					

Any disciplinary action:

a) Reason :

b) Duration/Date:

c) Name of Committee Members:

d) Details of disciplinary action taken:

e) Remarks:

Signature of Mentor

SEMESTER 3 RECORDS

Session:

Name of Mentor:

Mobile number of Mentor;Email

id of Mentor:

Score of the student (SGPA, YGPA): Highest Score
 in Class (SGPA, YGPA): Attendance of the student:
 Subject wise Score:

Paper name													
Paper code													
Score													

Extended Academic program:

Sl. No.	Type of Program	Name of Vendor/Trainer	Duration & Date	Number of Classes conducted	Number of Classes attended	Remarks, if any
1	Soft Skill Program					
2	Aptitude Test					
3	SLC activities					
4	GATE Preparatory courses					
5	Any other, specify					

Any disciplinary action:

a) Reason :

b) Duration/Date:

c) Name of Committee Members:

d) Details of disciplinary action taken:

e) Remarks:

Signature of Mentor

SEMESTER 4 RECORDS

Session:

Name of Mentor:

Mobile number of Mentor:Email

id of Mentor:

Score of the student (SGPA, YGPA): Highest Score
 in Class (SGPA, YGPA): Attendance of the student:
 Subject wise Score:

Paper name													
Paper code													
Score													

Extended Academic program:

Sl. No.	Type of Program	Name of Vendor/Trainer	Duration & Date	Number of Classes conducted	Number of Classes attended	Remarks, if any
1	Soft Skill Program					
2	Aptitude Test					
3	SLC activities					
4	GATE Preparatory courses					
5	Any other, specify					

Any disciplinary action:

a) Reason :

b) Duration/Date:

c) Name of Committee Members:

d) Details of disciplinary action taken:

e) Remarks:

Signature of Mentor

SEMESTER 5 RECORDS

Session:

Name of Mentor:

Mobile number of Mentor:Email

id of Mentor:

Score of the student (SGPA, YGPA): Highest Score
 in Class (SGPA, YGPA): Attendance of the student:
 Subject wise Score:

Paper name														
Paper code														
Score														

Extended Academic program:

Sl. No.	Type of Program	Name of Vendor/Trainer	Duration & Date	Number of Classes conducted	Number of Classes attended	Remarks, if any
1	Soft Skill Program					
2	Aptitude Test					
3	SLC activities					
4	GATE Preparatory courses					
5	Any other, specify					

Any disciplinary action:

a) Reason:

b) Duration/Date:

c) Name of Committee Members:

d) Details of disciplinary action taken:

e) Remarks:

Signature of Mentor

SEMESTER 6 RECORDS

Session:

Name of Mentor:

Mobile number of Mentor:Email

id of Mentor:

Score of the student (SGPA, YGPA): Highest Score
 in Class (SGPA, YGPA): Attendance of the student:
 Subject wise Score:

Paper name													
Paper code													
Score													

Extended Academic program:

Sl. No.	Type of Program	Name of Vendor/Trainer	Duration & Date	Number of Classes conducted	Number of Classes attended	Remarks, if any
1	Soft Skill Program					
2	Aptitude Test					
3	SLC activities					
4	GATE Preparatory courses					
5	Any other, specify					

Any disciplinary action:

a) Reason :

b) Duration/Date:

c) Name of Committee Members:

d) Details of disciplinary action taken:

e) Remarks:

Signature of Mentor

SEMESTER 7 RECORDS

Session:

Name of Mentor:

Mobile number of Mentor:Email

id of Mentor:

Score of the student (SGPA, YGPA): Highest Score
 in Class (SGPA, YGPA): Attendance of the student:
 Subject wise Score:

Paper name													
Paper code													
Score													

Extended Academic program:

Sl. No.	Type of Program	Name of Vendor/Trainer	Duration & Date	Number of Classes conducted	Number of Classes attended	Remarks, if any
1	Soft Skill Program					
2	Aptitude Test					
3	SLC activities					
4	GATE Preparatory courses					
5	Any other, specify					

Any disciplinary action:

a) Reason :

b) Duration/Date:

c) Name of Committee Members:

d) Details of disciplinary action taken:

e) Remarks:

Signature of Mentor

SEMESTER 8 RECORDS

Session:

Name of Mentor:

Mobile number of Mentor:Email

id of Mentor:

Score of the student (SGPA, YGPA): Highest Score
in Class (SGPA, YGPA): Attendance of the student:
Subject wise Score:

Paper name													
Paper code													
Score													

Extended Academic program:

Sl. No.	Type of Program	Name of Vendor/Trainer	Duration & Date	Number of Classes conducted	Number of Classes attended	Remarks, if any
1	Soft Skill Program					
2	Aptitude Test					
3	SLC activities					
4	GATE Preparatory courses					
5	Any other, specify					

Any disciplinary action:

a) Reason :

b) Duration/Date:

c) Name of Committee Members:

d) Details of disciplinary action taken:

e) Remarks:

Signature of Mentor

ACADEMIC ACHIEVEMENTS

1. (a) Programs Attended (Seminar/ Workshop/ Industry Visit/ SummerSchool/ Vocational Training or equivalent/Others)

Sl No	Type of Program	Name of Program	Duration	Organizing Body

(b) Competitive Examination Scores (GATE/CAT/MAT/GRE/GMAT/TOEFL/Others)

SL NO	Type of Examination	Score

(c) Publications:

Sl No	Author Name	Title of the Paper	Name of Conference/Journal/Seminar	Year of Publication

2. Preparatory Course Work Related to Placement(MockInterview/Aptitude/Technical Classes and equivalent)

Sl No	Type Of Course	Vendor/Trainer	Duration	No. Of Classes Conducted	No. Of Classes Attended	Remarks

3. Co- Curricular Activity

Sl No	Type Of Activity	Type of Participation	Duration

3. Other Additional Information

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4. Counseling

Sl No	Date of Counseling	Comments

 Signature of Mentor