

**MENTORING POLICY**

**OF**

**K K WAGH INSTITUTE OF ENGINEERING AND REASERCH  
HIRABAI HARIDAS VIDYANAGARI  
PANCHAVATI  
NASHIK 422003**



## K.K.Wagh Institute of Engineering Education & Research, Nashik

### MENTORING POLICY

#### **Preamble:**

The experience of the college life is commonly identified as move away from family and home. For many students, it may be the first instance to stay away from family restrictions and living independent life. It is a transitional period in terms of economic status wherein, students are financially dependent on the family, but they learn to manage their expenses by staying away from home. These factors contribute tremendous changes in the behavioral aspects of the students. Also during, this period, they are introduced wide range of technical /professional courses under the programmes offered to them. At times, this adds to the stress and anxiety factors amongst the students. If all these issues of students' life appraised effectively and mentored properly, raw teenagers may be chiseled out as the sound professionals as per the demand of the society.

#### **Objectives:**

- To provide the platform to the students for sharing their problems related to academic and non-academic matters.
- To monitor the academic progress of the students.
- To identify the slow learners, fast learner and the weak students and to provide suitable environment to grow and prosper.
- To provide guidance and assistance to the students to grab the opportunity for their growth and development.
- To cultivate higher degree of professional responsibilities and imbibe the values amongst the young students.
- To provide an opportunity for overall development to all the students.

#### **Procedure for Mentoring:**

##### **Step-I: Orientation of the Mentors**

Prior to the commencement of the academic semester, the faculty members are to be oriented and sensitized regarding the importance and objectives of the mentoring process. They need to be realized mentoring of the students at the college is part of their professional duty.

During the orientation session, the faculty members need to be oriented with the do's and don'ts of the mentoring process. The HODs/senior faculty members of the institute/department may coordinate and act as resource person for this orientation session.

##### **Step-II: Allocation of students to the Mentors**

The concerned HOD / Section Head will assign a group of 20-25 students to an individual faculty member. Preferably, the same faculty member should remain as the mentor for the same group during the group's entire tenure at K. K. Wagh Institute of Engineering Education and Research, Nashik.

### **Step-III: Filing the Mentoring Form and Preliminary Round of Mentoring**

After group allocation, the mentor will plan for a preliminary round of mentoring. This round should be organized in the first week of the semester. All the students will be informed about the mentoring session through e-mail and notice (day/date/time/venue/ etc.). The mentor will get the forms filled up by the students under him/her mentorship and will maintain proper record of the same. During the orientation session, the mentor will make the student comfortable and try to develop a rapport with them, so that the students can easily approach the mentor in future.

After primary briefing and form filling, the mentor will interact with each individual student and will make necessary remarks in Student Mentoring Form. While, filling the said form, the academic progress, behavioral aspects, attendance related issues and participation in all-round development activities should be taken into consideration. Based on all such details, the mentor will identify the academic category of the students, i.e. slow learner, advanced learner or weak in studies. Depending upon the academic category of the students, he/she should be guided to grow and develop. Especially, for the advanced /fast learners, the necessary environment, encouragement should be provided to excel.

### **Step-IV: Next Round of Mentoring**

The next round of mentoring should be arranged monthly and after the MSE/ Online Examinations (preferably after declaration of results). The main purpose of this mentoring session is to monitor the academic performance of the students, to review the attendance, to review the overall development etc. The mentor will also observe the improvements in the students after the first round of mentoring.

Thus in a semester, minimum three mentoring sessions should be arranged. However, for the special cases, where continuous monitoring and follow-ups are required, series of mentoring sessions can be arranged.

The mentor will maintain a separate file for all the students assigned to him/her. They will keep all the update details of the students under him/her, provide them monitoring time to time and report the outcome to HOD/Section Head regularly.

### **Step-V: Analysis**

All the mentoring reports (only summary) are submitted to the concerned HoD/Section Head. The HoD/ Section Head will take necessary actions, wherever required and may inform the concerned Principal/ Management.

For all the cases where improvement is not seen/ difficult to mentor, should be immediately reported to the concerned authority.

The above policy is of general nature and it can be modified according to needs and requirements of concerned authority.

**Prof (Dr.) K.N Nandurkar**  
**Principal**



<b>C. TYPE OF DIFFICULTY FACED (Tick the most relevant)</b>	
1.	Poor performance in the Exams
2.	Attendance related
3.	Course Registration
4.	Subject Difficulties
5.	Study (Assignments/Tutorials/ Lab/ Special Assignment)
6.	Communication (Language Problem)
7.	Misbehavior
8.	Exam related Difficulties
9.	Career Choice / Placement/ Competitive exams
10.	Personal (Stress/ Depression/ Health/ Financial/ Friendship/ Peer Pressure/ Competition/ Social-emotional, Home Sickness, etc.)
11.	Any other
<b>D</b>	<b>MENTOR's REMARK(S)</b>
1.	Name of the Mentor
2.	Date of Monitoring
3.	Monitoring/ Meeting No.
4.	Academic category of a Student (A. Slow learner, B. Fast Learner, C. Weak)
5.	General Findings (Attendance Record /appearance/ attitude)
6.	According to you, what is the exact problem of a student? (Describe the findings here)
7.	Problem Category (Psychological / Academic/ Career Choice /Any other)
8.	Suggestions to the Student
9.	Date of Next Meeting
10.	Sign of Mentor

**K. K. Wagh Institute of Engineering Education and Research, Nashik**  
**Name of Department;**

**MENTOR MEETING REPORT**

Date:

<b>Roll No.</b>	<b>Name of Students</b>	<b>Class</b>	<b>Signature Of Students</b>	<b>Roll No.</b>	<b>Name of Students</b>	<b>Class</b>	<b>Signature Of Students</b>

**TOPICS DISCUSSED:**

**OUTCOMES:**

**Signature of Mentor:**

**Name of Mentor:**