



## **SREE VENKATESWARA COLLEGE OF ENGINEERING**

NAAC 'A' Grade Accredited Institution,

An ISO 9001:: 2015 Certified Institution

(Approved by AICTE, New Delhi and Affiliated to JNTUA, Ananthapuramu)

Northrajupalem (Vi), Kodavaluru(M) , S.P.S.R Nellore (Dt)-524316



# **Process Manual for STUDENT MENTORING**

## **MENTORING SYSTEM TO HELP AT INDIVIDUAL LEVEL**

The role of the faculty as a mentor is one of nurturing and providing support for a student during the transition period in academic, professional as well as personal augmentation. In all departments of the institute, mentoring is a continuous process where faculty mentors serve as a resource who will respond to many questions, trivial or complex, that the student might pose; support students in choosing course work that meets their needs and interests; encourage students to actively participate in seminars and laboratory work that are realistic in scope; and counsel the students on any other academic, professional, personal growth, etc., for necessary advice/guidance/help.

Each faculty will be mentor of a group of 20 students. Department faculties will be mentors for the students till their graduation completion.

### **OBJECTIVES:**

- To provide the platform to the students for sharing their problems related to academic and non-academic matters.
- To monitor the academic and personal progress of the students.
- To provide career guidance and assistance to the students to grab the opportunity for their development and growth.
- To identify the slow learners, fast learners and the weak students and provide an environment to grow and prosper.
- To provide an opportunity for overall development to all the students.

### **RESPONSIBILITIES OF A MENTOR:**

- Keeps the records of student's profile in the prescribed format named as green books.
- Maintains the records of absenteeism, problems/issues.
- Explains to students the academic rules and regulation.
- Acquires the results of each student of each semester.
- Attendance of each student for all courses is monitor through webpros on monthly basis
- Examines the results of the students and counsel for poor results within a week after the results is published.
- Communicates with parents of students to discuss student's performance, any attendance

issues and future plan at least twice in a semester.

- Gives specific guidance to students in selecting elective courses for registration.
- Gives guidance and information to plan for industry internship.
- Ensures to provide study material for advanced courses or advance study
- Gives guidance to students for selecting project topic, project guide, counsel them on back papers and debarred courses.
- Reports unresolved cases of students to HOD and if HOD requires further attention to resolve the issue, the unresolved cases can be brought to the attention of higher authorities.
- Keep connect with student even after their graduation.

### **TYPES OF MENTORING ACTIVITIES DONE TOWARDS STUDENTS:**

#### **Types of mentoring done are:**

1. Academic Growth
2. Professional Guidance
3. Career Advancement
4. Course Work Specific
5. Laboratory Specific
6. Employability and all-round development

#### **1. ACADEMIC GROWTH:**

- First, mentors educate their mentees in a particular course, serving as masters to the developing learners by analyzing their performance in continuous internal assessment tests.
- Based on academic record, students with good performance are encouraged to achieve next higher level of performance and slow learners are motivated and guided to improve the performance.
- The mentors counsel the students for their low attendance, low performance in examination (with the emphasis on the reason(s) of low attendance and performance).
- Information of academic planners, academic schedules and e-learning resources are

shared to enhance their knowledge.

- Faculty members encourage students to do tech talk and video concepts on the projects they do.

## **2. PROFESSIONAL GUIDANCE:**

- The students are encouraged and guided to register themselves in the professional bodies like IEEE, ISTE and IETE etc. to create awareness and enhance the knowledge about the various activities including research in their area of specialization.
- Mentors support their learning and enhance their laboratory and research skills through technical workshops/symposiums.
- Industry based training is offered to students to improve their chances of employability.
- Students are encouraged to develop their oral and written communication skills by writing research papers /articles and presenting in national and international conferences.
- The projects are designed based on real time scenarios to apprise students about the working culture of industry and industry expectations.

## **3. CAREER ADVANCEMENT:**

- Students are supported to take up online certification courses offered by MOOC/NPTEL/SWAYAM to strengthen the qualification for their academic progression. This also helps them to achieve higher career paths in the applied areas of their specializations.
- Career guidance and counseling is provided by senior faculty members of Career Guidance Cell .
- Value added training programs are arranged to enhance their placement opportunities as well as to support their research in industry.
- Students are also encouraged to take up international professional certification for example in CISCO, Microsoft, Java, etc. This helps the students to improve their profiles for future.
- CGC was established to bridge the gap between the campus and the corporate world

in terms of employability skills and also to enhance the life skills of the students.

- The CGC started with 6 trainers.

#### **4. COURSE WORK SPECIFIC:**

- The mentor and the faculty teaching the courses interact with the students, guide them about the process of course registration, attendance criteria, passing criteria for the course, debarred criteria and the process of earning minimum credits.
- The students can acquire the uploaded course material for each session by the faculty.
- The faculty has two open hours per week to help the students on the course being taught to help students solving problems, clarification of concepts and acquiring necessary related materials to understand the subject better.
- Faculty members encourage students to give seminar on the course topics to improve their technical communication and presentation.
- Faculty members while giving the evaluated answer sheets to students for checking, discuss about the general weakness and improvements to be done in the course. Later on weak students are individually called upon to discuss about the ways to improve their performance by identifying areas of weakness.

#### **5. LABORATORY SPECIFIC:**

- The students are regularly counseled to attend laboratory classes and carry out experiments successfully to score high in continuous evaluation.
- At the end of the experiments the students take signature of the laboratory in-charge on record sheets.
- The students are advised to complete the remaining experiments, if any, after taking the schedule from laboratory in-charge.
- Faculty members give the assignment or lab problem to students for lab based solutions and shall assess the course outcomes based on performance of students
- Faculty members counsel the students who were absent in the previous class and instruct them to complete missed out experiments in extra time.
- Faculty members give project as assignment for lab courses.
- Project will be given to each individual student or maximum of four students for a

project.

## **6. EMPLOYABILITY AND ALL-ROUND DEVELOPMENT:**

- Mentors provide psychological support to the students in recognizing the rigors of education there by building self-esteem and confidence.
- The students are encouraged to participate in literary, cultural, yoga/meditation workshops and sports activities. This helps students to widen their leadership qualities, decision making abilities, team spirit. This shapes the student into a complete personality. Student personality development activity Courses are planned for Lifelong Learning for student development.
- The courses offered are focused on every aspect of student personality.
- The trainers with rich industry experience, conduct sessions on professional communication, quantitative aptitude & reasoning, soft skills, resume writing, personal interview and group discussion.
- All students are given a conceptual grounding in core skills and application orientation through real - time projects to ensure their skills are consistent with market needs.
- Various activities the support and sustain environment like, plantation on Vana Mahotsav Day, workshops on 3Rs (Reduce, Recycle, Reuse), campaigns on road safety, etc. are organized.

## **BENEFITS OF THE MENTORING PROCESS**

### **For Mentee:**

- Improves self-confidence
- Offers professional development
- Provides advice and information
- Encourages reflection on practice
- Provides personal support

### **For Mentor:**

- Refreshes own view of the profession
- Encourages self-reflection

- Develops professional relationships
- Enhances peer recognition

## **PROCEDURE OF MENTORING**

### **STEP-1: ORIENTATION OF THE MENTORS**

- Prior to the commencement of the academic semester, the faculty members are oriented and sensitized regarding their importance and objectives of the mentoring process. They need to be realized that mentoring of the students in the institute is part of their professional duty.
- During the orientation session, the faculty needs to be oriented with the do's and don'ts of the mentoring process. The HOD/Senior faculty members of the institute / department may coordinate and act as resource person for this orientation session.

### **STEP-2: ALLOCATION OF STUDENTS TO THE MENTORS**

- The concerned head of the department will assign a group of 20 students to an individual faculty member.
- Preferably, the same faculty member should remain as the mentor for the same group during the academic year.

### **STEP-3: FILING THE BOOK**

- After the group of students allocated to a mentor. The mentor organizes a mentoring session with students in the second week after the commencement of class work. All the students will be informed about the mentoring session through circular or e-mail (day/date/time/venue/ etc.). The mentor start filling the individual student details mentioned in the green books. Each mentor should guide a group of 20 students. During the mentoring session, the mentor will make the student comfortable and try to develop arapport with them, so that the students can easily approach the mentor in future.
- After primary briefing and details filling, the mentor will interact with each individual student and will write the necessary information in the space provided. While, filling the details, 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, fast / advanced learner or weak students in studies. Depending upon the academic category of the students, he/she should be guided to grow and develop. Especially, for the fast / advanced learners, the necessary environment, encouragement should be provided to excel.

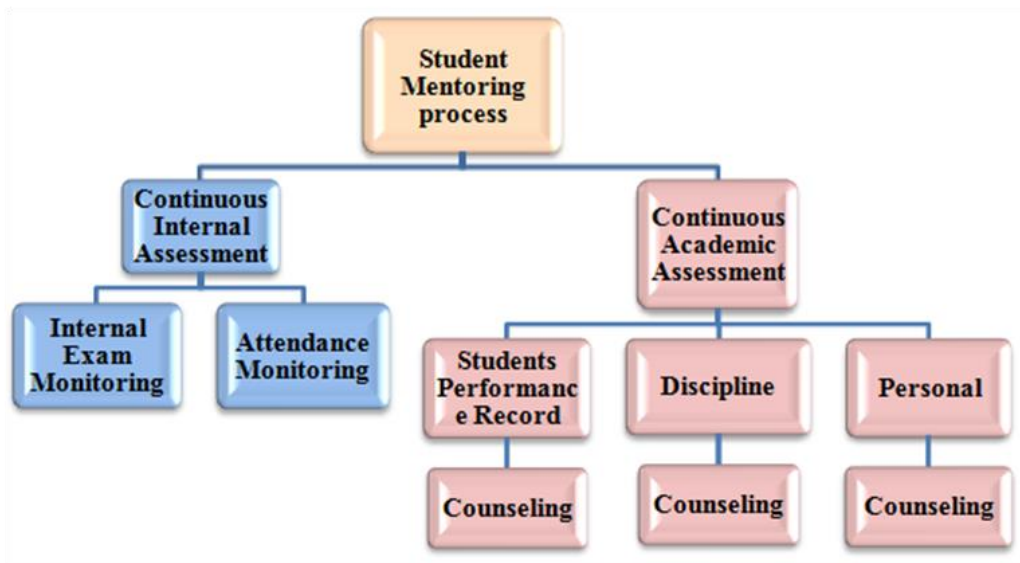
#### **STEP-4: NEXT ROUND OF MENTORING**

- The next round of mentoring should be arranged after the completion of first continuous internal examinations. The main purpose of this mentoring session is to monitor the academic performance of the students, to review the attendance, to review the marks they gained in the internal examinations, 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 document either in hardcopy / softcopy 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 respective head of the department.

#### **STEP-5: ANALYSIS**

- After filling all the details mentioned in the green book, it should be submitted to Dean Development and Internal Audit. The Dean will take necessary actions, wherever required and may inform the same to 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.





**Fig: Mentoring Process**



**Fig: Roles of a mentor**



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(Approved by  
AICTE, New Delhi and  
Affiliated to  
JNTUA, Ananthapuramu)  
North rajupalem (Vi),  
Kodavaluru(M) , S.P.S.R  
Nellore (Dt)-524316

Name of the  
Student:  
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Date of Birth:  
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.....Branch:  
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**COUNSELLING BOOK**

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**BIO-DATA**

er / Management Fee Reimbursement: Yes /

No

AADHAR No:

PAN No (If Available):

Blood Group:

Category: SC / ST / BC / OC

Religion: Hindu / Muslim / Christian

Staying with: Parent / Guardian / College Hostel / Private Hostel / Room

Permanent Address and Address of staying (If not with Parents):

Permanent Address

Address of Staying (If not with parents)

.....  
.....

Pin code: ..... Pin code: .....

Mobile No. 1 (Father): ..... Mobile No (Guardian): .....

Mobile No. 2 (Mother): ..... Email Id (Student): .....

Mobile No. 3 (Student): .....

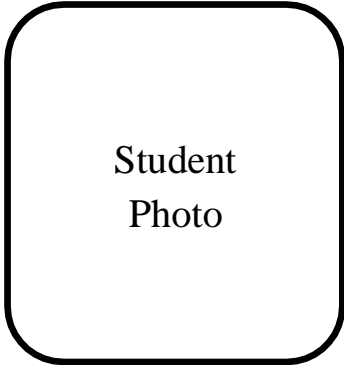
EAMCET Rank: ..... ECET Rank: .....

Previous Academic Details:

Examination	Name of the Institution, Place	% of Marks	Year of Passing	Medium of Instruction
SSC				
Inter / Diploma				

Family Members Details:

Name of the Family Member	Relation	Qualification	Occupation	Phone No
		1		



### Mentoring (First Year 1<sup>st</sup> Semester)

S. No	Date	Issues discussed	Guidance for issue	Signature of the student	Signature of the mentor
1					
2					
3					
4					
5					
6					
7					
8					

#### Interaction with parent / Guardian

Date	Parent / Guardian Name	Relationship	Purpose of visit	Contact No	Sign

#### Participation in Co-circular/Extracurricular activities

Date	Name of the Event	Title	Name of the College	Achievement

Overall Remarks by the mentor (End of First Year I<sup>st</sup> Semester): \_\_\_\_\_

## First Year 1<sup>st</sup> Semester

Internal Examination Marks details:

S. No	1	2	3	4	5	6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Subject											
Test-1											
Test-2											
Test -3											
Test -4											
Test -5											
Mid-I											
Mid-II											

External Examination Marks details:

S. No	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Subject											
Int. Marks (30)											
Ext. Marks (70)											
Total Marks (100)											

Monthly Attendance Details:

Month	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
No. of Classes Held												
No. of Classes Attended												
Cumulative Attendance												
Percentage of Attendance												

Performance (Grade):

Grade	Excellent	Good	Average	Poor
Academics				
Attendance				

## Mentoring (First Year 2<sup>nd</sup> Semester)

S. No	Date	Issues discussed	Guidance for issue	Signature of the student	Signature of the mentor
1					
2					
3					
4					
5					
6					
7					
8					

### Interaction with parent / Guardian

Date	Parent / Guardian Name	Relationship	Purpose of visit	Contact No	Sign

### Participation in Co-circular/Extracurricular activities

Date	Name of the Event	Title	Name of the College	Achievement

## First Year 2<sup>nd</sup> Semester

Internal Examination Marks details:

S. No	1	2	3	4	5	6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secure	% of Marks
Subject											
Test-1											
Test-2											
Test -3											
Test -4											
Test -5											
Mid-I											
Mid-II											

External Examination Marks details:

S. No	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Subject											
Internal Marks (30)											
External Marks (70)											
Total Marks (100)											

Monthly Attendance Details:

Month	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
No. of Classes Held												
No. of Classes Attended												
Cumulative Attendance												
Percentage of Attendance												

Performance (Grade):

Grade	Excellent	Good	Average	Poor
Academics				
Attendance				

## Mentoring (Second Year 1<sup>st</sup> Semester)

S. No	Date	Issues discussed	Guidance for issue	Signature of the student	Signature of the mentor
1					
2					
3					
4					
5					
6					
7					
8					

### Interaction with parent / Guardian

Date	Parent / Guardian Name	Relationship	Purpose of visit	Contact No	Sign

Performance (Grade):

### Participation in Co-circular/Extracurricular activities

Date	Name of the Event	Title	Name of the College	Achievement



## Second Year 1<sup>st</sup> Semester

Internal Examination Marks details:

S. No	1	2	3	4	5	6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Subject											
Test-1											
Test-2											
Test -3											
Test -4											
Test -5											
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External Examination Marks details:

S. No	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Performance (Grade):											
Subject											
Int. Marks (30)											
Ext. Marks (70)											
Total Marks (100)											

Monthly Attendance Details:

Month	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
No. of Classes Held												
No. of Classes Attended												
Cumulative Attendance												
Percentage of Attendance												

Grade	Excellent	Good	Average	Poor
Academics				
Attendance				

## Mentoring (Second Year 2<sup>nd</sup> Semester)

S. No	Date	Issues discussed	Guidance for issue	Signature of the student	Signature of the mentor
1					
2					
3					
4					
5					
6					
7					
8					

### Interaction with parent / Guardian

Date	Parent / Guardian Name	Relationship	Purpose of visit	Contact No	Sign

Performance (Grade):

### Participation in Co-circular/Extracurricular activities

Date	Name of the Event	Title	Name of the College	Achievement

## Second Year 2<sup>nd</sup> Semester

Internal Examination Marks details:

S. No	1	2	3	4	5	6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Subject											
Test-1											
Test-2											
Test -3											
Test -4											
Test -5											
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Mid-II											

External Examination Marks details:

S. No	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Performance (Grade): Subject											
Int. Marks (30)											
Ext. Marks (70)											
Total Marks (100)											

Monthly Attendance Details:

Month	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
No. of Classes Held												
No. of Classes Attended												
Cumulative Attendance												
Percentage of Attendance												

Grade	Excellent	Good	Average	Poor
Academics				
Attendance				

## Mentoring (Third Year 1<sup>st</sup> Semester)

S. No	Date	Issues discussed	Guidance for issue	Signature of the student	Signature of the mentor
1					
2					
3					
4					
5					
6					
7					
8					

### Interaction with parent / Guardian

Date	Parent / Guardian Name	Relationship	Purpose of visit	Contact No	Sign

Performance (Grade):

Grade	Excellent	Good	Participation in Co-circular/Extracurricular activities				Name of the College	Achievement
Date	Name of the Event		Average	Poor	Title			
Academics								
Attendance								



## Mentoring (Third Year 2<sup>nd</sup> Semester)

S. No	Date	Issues discussed	Guidance for issue	Signature of the student	Signature of the mentor
1					
2					
3					
4					
5					
6					
7					
8					

### Interaction with parent / Guardian

Date	Parent / Guardian Name	Relationship	Purpose of visit	Contact No	Sign
Performance (Grade):					

### Participation in Co-circular/Extracurricular activities

Date	Name of the Event	Title	Name of the College	Achievement

## Third Year 2<sup>nd</sup> Semester

Internal Examination Marks details:

S. No	1	2	3	4	5	6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Subject											
Test-1											
Test-2											
Test -3											
Test -4											
Test -5											
Mid-I											
Mid-II											

External Examination Marks details:

S. No	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Performance (Grade):											
Subject											
Int. Marks (30)											
Ext. Marks (70)											
Total Marks (100)											

Monthly Attendance Details:

Month	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
No. of Classes Held												
No. of Classes Attended												
Cumulative Attendance												
Percentage of Attendance												

Grade	Excellent	Good	Average	Poor
Academics				
Attendance				

## Mentoring (Final Year 1<sup>st</sup> Semester)

S. No	Date	Issues discussed	Guidance for issue	Signature of the student	Signature of the mentor
1					
2					
3					
4					
5					
6					
7					
8					

### Interaction with parent / Guardian

Date	Parent / Guardian Name	Relationship	Purpose of visit	Contact No	Sign

Performance (Grade):

### Participation in Co-circular/Extracurricular activities

Date	Name of the Event	Title	Name of the College	Achievement



## Final Year 1<sup>st</sup> Semester

Internal Examination Marks details:

S. No	1	2	3	4	5	6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Subject											
Test-1											
Test-2											
Test -3											
Test -4											
Test -5											
Mid-I											
Mid-II											

External Examination Marks details:

S. No	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Performance (Grade): Subject											
Int. Marks (30)											
Ext. Marks (70)											
Total Marks (100)											

Monthly Attendance Details:

Month	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
No. of Classes Held												
No. of Classes Attended												
Cumulative Attendance												
Percentage of Attendance												

Grade	Excellent	Good	Average	Poor
Academics				
Attendance				

## Mentoring (Final Year 2<sup>nd</sup> Semester)

S. No	Date	Issues discussed	Guidance for issue	Signature of the student	Signature of the mentor
1					
2					
3					
4					
5					
6					
7					
8					

### Interaction with parent / Guardian

Date	Parent / Guardian Name	Relationship	Purpose of visit	Contact No	Sign

Performance (Grade):

### Participation in Co-circular/Extracurricular activities

Date	Name of the Event	Title	Name of the College	Achievement

## Final Year 2<sup>nd</sup> Semester

Internal Examination Marks details:

S. No	1	2	3	4	5	6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secure	% of Marks
Subject											
Test-1											
Test-2											
Test -3											
Test -4											
Test -5											
Mid-I											
Mid-II											

External Examination Marks details:

S. No	Sub 1	Sub 2	Sub 3	Sub 4	Sub 5	Sub 6	Lab1	Lab2	No. of Subjects Failed	Total Marks Secured	% of Marks
Performance Subject (Grade):											
Internal Marks (30)											
External Marks (70)											
Total Marks (100)											

Monthly Attendance Details:

Month	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
No. of Classes Held												
No. of Classes Attended												
Cumulative Attendance												
Percentage of Attendance												

Grade	Excellent	Good	Average	Poor
Academics				
Attendance				

## STUDENT CONSOLIDATED MARKS REPORT

<b>Examination</b>	<b>Marks secured</b>	<b>Max. Marks</b>	<b>% of Marks</b>	<b>Year of Passing</b>
<b>I Year 1<sup>st</sup> Semester</b>				
<b>I Year 2<sup>nd</sup> Semester</b>				
<b>II Year 1<sup>st</sup> Semester</b>				
<b>II Year 2<sup>nd</sup> Semester</b>				
<b>III Year 1<sup>st</sup> Semester</b>				
<b>III Year 2<sup>nd</sup> Semester</b>				
<b>IV Year 1<sup>st</sup> Semester</b>				
<b>IV Year 2<sup>nd</sup> Semester</b>				
<b>Overall Aggregate Performance (Grade):</b>				

**Date of Degree Obtained:** \_\_\_\_\_

**Achievement** (If any in last four Years): \_\_\_\_\_

**Interested Job:** Govt. Job / Teaching / IT Job / Core Job / Higher Studies / Business

**Hobbies:**

**Strengths:**

**Weaknesses:**

**Goal:**

**Student's Conduct:** Satisfactory / Good / Very Good / Excellent

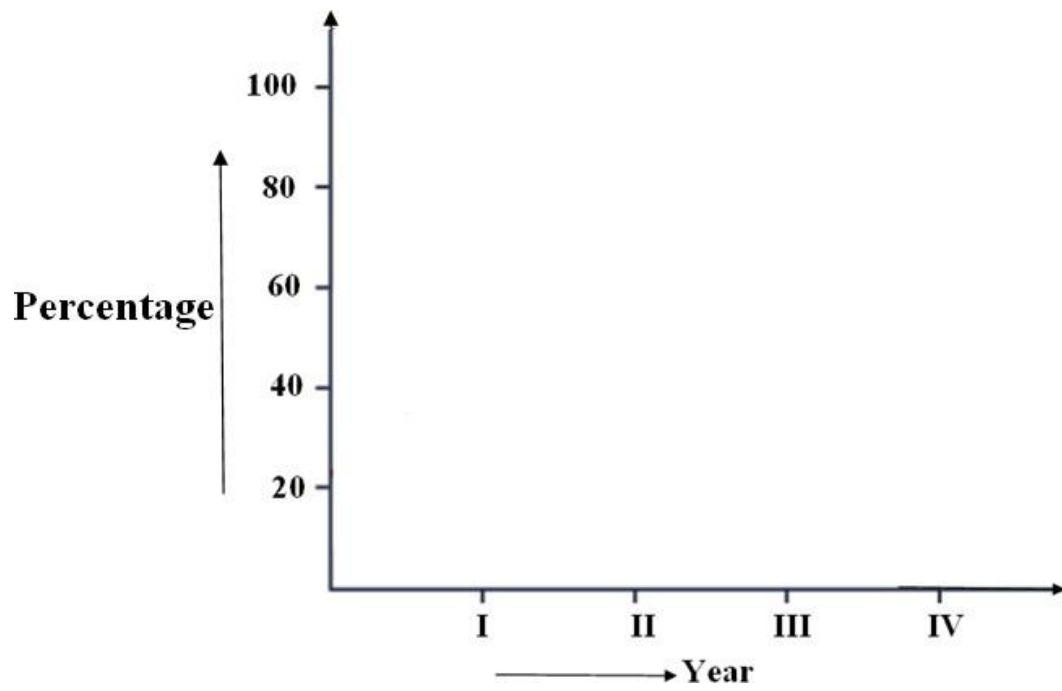
Overall experience in this College:

Suggestions for the Institute:

**Signature of the Counselor**

**Signature of HOD**

## Academic Record



## Placement Details

S. NO	NAME OF THE COMPANY	PLACE OF WORK	JOB ROLE	PACKAGE
1.				
2.				
3.				

*Congratulations!* 















# COUNSELING REMARKS

DATE	

