



Marri Laxman Reddy Institute of Technology and Management
(UGC Autonomous)

MENTORING POLICY

With effect from 12th December 2016

MENTORING POLICY

MENTORING SYSTEM TO HELP AT INDIVIDUAL LEVEL

The mentoring system at the institute plays a crucial role in facilitating students' academic, professional, and personal growth. Faculty mentors provide ongoing support and guidance to students throughout their educational journey, ensuring a smooth transition into higher education and assisting in their holistic development. Each faculty member mentors a group of 15 to 20 students until their graduation.

Objectives

- To offer students a platform for discussing non-academic concerns.
- To monitor and support students' academic and personal progress.
- To provide career guidance and help students seize developmental opportunities.
- To identify and assist slow, fast, and academically weak learners.
- To promote overall student development.

Responsibilities of a Mentor

- Maintain a mentoring book containing student profiles and records.
- Monitor attendance and identify issues affecting student performance.
- Explain academic rules and regulations.
- Record and review CIA-I, CIA-II, and SEE results for each student.
- Monitor attendance via Bees ERP.
- Counsel students with poor academic performance within a week of result publication.
- Communicate with parents at least twice a semester regarding academic and attendance-related concerns.
- Guide students in selecting elective courses and planning internships.
- Provide advanced learning resources and project-related support.
- Refer unresolved cases to the Head of the Department (HOD) or higher authorities.
- Stay connected with students even after graduation.

Types of Mentoring Activities

1. Academic Growth

- Analyse performance in internal assessments and counsel accordingly.

- Share academic planners, schedules, and e-learning resources.
- Guide slow learners and motivate advanced learners.
- Provide competitive exam training (GATE, IES, UPSC, etc.).
- Encourage students to deliver tech talks and presentations.

2. Professional Guidance

- Motivate students to join professional bodies (IEEE, CSI, ISTE, IETE, etc.).
- Enhance lab and research skills through workshops and symposiums.
- Facilitate industry-based training and real-world project experience.
- Encourage communication skill development and paper presentations.

3. Career Advancement

- Promote online certifications (MOOCs, NPTEL, SWAYAM).
- Facilitate career guidance through the Career Development Cell (CDC).
- Offer industry-recognized certifications (CISCO, Microsoft, Java, etc.).
- Conduct training in soft skills, aptitude, and interview techniques.
- Guide students in understanding course registration and academic requirements.

4. Coursework-Specific Mentoring

- Help with course selection, attendance, passing, and credit requirements.
- Offer open hours for academic support and problem-solving.
- Encourage seminars and presentations.
- Provide feedback on evaluated answer sheets and address learning gaps.

5. Laboratory Mentoring

- Monitor attendance and performance in lab sessions.
- Require student completion of record sheets and missed experiments.
- Provide lab-based assignments and projects.
- Counsel absentees and ensure completion of lab work.

6. Employability and Holistic Development

- Offer emotional and psychological support to build confidence.
- Encourage participation in cultural, sports, and extracurricular events.
- Conduct personality development workshops.

- Provide training in professional communication, reasoning, and resume building.
- Organize environmental and social awareness campaigns.

Benefits of the Mentoring Process

For Mentees:

- Enhances self-confidence and personal growth.
- Provides academic and career support.
- Encourages reflective learning.

For Mentors:

- Promotes self-reflection and professional growth.
- Builds strong professional relationships.
- Enhances peer recognition.

Mentoring Procedure

Step 1: Mentor Orientation Prior to each semester, faculty members attend an orientation session conducted by the HOD or senior faculty to understand the mentoring responsibilities.

Step 2: Student Allocation: Each faculty member is assigned a group of 15 to 20 students, preferably retained throughout the academic program.

Step 3: Mentoring Book Maintenance: Mentors conduct sessions in the second week of the semester, fill out student profiles, and assess academic progress, behaviour, and extracurricular involvement. Students are categorized as slow, average, or advanced learners, and guidance is tailored accordingly.

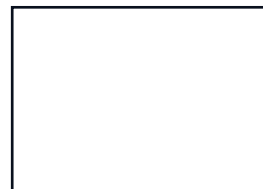
Step 4: Regular Mentoring Sessions: Minimum three mentoring sessions are held per semester. These reviews focus on academic progress, attendance, exam results, and overall development. Special cases requiring continuous monitoring may have additional sessions.

Step 5: Data Analysis and Reporting: Mentors submit filled mentoring books to the Dean of Student Affairs. The Dean reviews the data, takes necessary action, and informs the Principal/Management when needed. Cases needing higher intervention are escalated appropriately.

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


PRINCIPAL
MARRI LAXMAN REDDY INSTITUTE OF
TECHNOLOGY AND MANAGEMENT
(AUTONOMOUS)
Dundigal (V), Dundigal-Gandimaisamma (M).

**MENTOR BOOK
STUDENT DETAILS**



**Name of the Student
(As per SSC)**

H.T. No

Date of Birth & Age

Gender (Male / Female)

Name of the Father

Occupation of Parent

Inter / Diploma (%)

Blood Group

Name of the mother

SSC/CBSE (Marks/CGPA)

EAMCET / ECET Rank

Parent Phone No:

Student Phone No

Category of Admission

**(NRI/Convener/Fee
Reimbursement)**

Parent Email.ID

Student Email ID

Local Guardian (If any)

Hostel / Day/ Scholor

Identification Marks

1

2

Correspondence Address

| Communication Address | Permanent Address |
|------------------------------|--------------------------|
| | |

Co-Curricular and Extracurricular Activities:

Discussion held with the Parent / Guardian:

Attendance, continuous Internal assessment and Semester End Examination Marks Particulars**B. Tech to VIII Semesters**

| | | | | | | | | |
|--|--|-------|--|-------------------------|--|--|--|----------------|
| Attendance | | | | | | | | % |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Continuous Internal Assessment (CIA) (30) | | | | | | | | Total marks |
| Continuous Internal Examination (CIE)-I (10) | | | | | | | | |
| Continuous Internal Examination (CIE)-II (10) | | | | | | | | |
| Quiz-I and Quiz-II (5) | | | | | | | | |
| Alternative Assessment Tool (AAT) (5) | | | | | | | | |
| Semester End Examination (SEE) (70) | | | | | | | | Total Marks |
| Regular | | | | | | | | |
| Supplementary | | | | | | | | |
| Total Marks Obtained | | | | | | | | |
| Total Marks = | | / 700 | | Total percentage (%) = | | | | |

Counselling Report:

| Counselling Date | Problem faced by the student | | Suggestion / Guidance offered |
|------------------|------------------------------|----------|-------------------------------|
| | Academic | Personal | |
| | | | |

| | | | |
|--------------------------|--|-------------------------|--|
| | | | |
| Student Signature | | Mentor Signature | |

Professional Qualification Examination:

| Exam | Subject | Year Approved | Score/Rank | | | Valid Up to |
|--|---------|---------------|--------------|--------|------------|-------------|
| GATE | | | | | | |
| GRE | | | Quantitative | Verbal | Analytical | |
| | | | | | | |
| TOEFL | | | | | | |
| GAT/GMAT | | | | | | |
| *If any other examination please specify | | | | | | |

Any other certified courses taken:

(Mainframes / CCNA/NET/Oracle/IBM, DB2 etc)

- a)
- b)
- c)

Academic Details:

| University | Degree | Subject/Specialization | % of Marks | Class | Year of Passing |
|---|----------------|------------------------|------------|-------|-----------------|
| | X / Equilevent | | | | |
| | XII / Diploma | | | | |
| | B. Tech | | | | |
| | M. Tech | | | | |
| | Ph. D | | | | |
| *If any other degree, please specify with details | | | | | |

Professional Experience (Teaching/Research/Industrial) if any:

| Name of Organization | Position Hold | Type of Work | Period |
|----------------------|---------------|--------------|--------|
|----------------------|---------------|--------------|--------|

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Place: Hyderabad

Signature of the student

Date:

| | |
|----------------------------|------------------|
| For Office Use only | |
| HOD | Principal |