



RVS COLLEGE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)
NAAC Accredited Institution

Kumaran Kottam Campus, Kannampalayam (Po), Coimbatore - 641 402.

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Dr. V. GUNARAJ
Principal

Best Practice Mentor -Mentee System

Objectives of the Practice:

The Mentor-Mentee system is implemented in the Institution for the betterment of the students. It is functioning with the objective

- To bridge the gap between the teachers and the students
- To guide students on both educational and personal aspects.

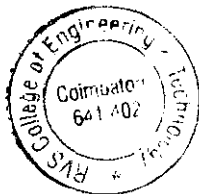
The Mechanism of the mentor-mentee system is

- To maintain personal details of the students including their address, contact numbers, overall academic performance and progress. It will help the mentor in monitoring the academic growth of the students.
- To advise the students regarding choice of electives, projects, summer training, etc.
- To counsel and motivate the students in all academic matters-direct or indirect.
- To guide the students in taking up extra academic and professional activities for value addition as a member of the society.
- To contact the parents/guardians of the students in case of their academic irregularities, behavioral changes, etc, through the Head of the Department or Institution.
- To advise the students in matters of their career.

The Context:

A teaching faculty member is assigned as a mentor for a group of 15 students in a class. First-year students are allotted to mentor from the Department of Science & Humanities. From the second year onwards students are allotted to mentor from their parental department. So the faculty continues to be a mentor for the same group of students till their graduation.

The responsibility of the mentor are listed below



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- Meet their mentees daily
- Continuously monitor, counsel, guide and motivate the mentees in all academic matters.
- Advise mentees regarding the choice of electives, projects, summer training etc.
- Contact parents/guardians if the situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.
- Advise mentees in their career development/professional guidance.
- Maintain contact with the mentees even after their graduation.
- Intimate HoD and suggest if any administrative action is called for.
- Maintain a detailed progressive record of the mentee

The Practice:

The Institution has established a system of recording students profile, monitor and mentoring the student's activity. The student profile holds personal details, internal test marks, university examination results, co-curricular and extracurricular activity details. With the help of the single booklet, the student's continuous assessment is validated periodically.

The attendance of the students monitored by the teachers in everyday morning and afternoon. The Head of the Department, Class advisor and Mentor record the same for their reference. The absentees list is intimated to the IQAC through HoD. The mentor inquiries about the reason for absent and the same is informed to their parents. The mentor posts the attendance and marks of students to every parent through IQAC, fortnightly. If a student seems to be absent for long time, the mentor sends a letter to parent and request them to meet the mcntor. During the meeting, Mentor discusses with the parents to know the reason behind the irregularity and advises the mentee to take neccessary care. The Mentors prepare weekly report for every student and submit the same to IQAC through proper channel. The Mentors interact the students face to face daily. A separate Mentoring /counseling hour is allotted



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For each class as part of their timetable for mentor-mentee interaction. In that hour, the mentor

analyzed the performance in academic, co-curricular and extra-curricular activities. They motivate their mentee and help them to execute. Each Mentor maintains the entire student Information, which is examined by the HOD and IQAC whenever required. Periodic meetings are conducted by IQAC with HODs to review the regularity of the students.

Evidence of Success:

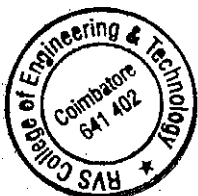
Due to the effective Mentoring practiced by the faculty members there has been a remarkable improvement in the overall performance of the students. In course of the structured direct communication between Mentor and Mentee, there is a good improvement in the teacher-student relationship. The attendance of the students increased considerably and the retention of the student is maintained. This methodology sustained in attaining a better academic performance. The Mentoring helped the students to identify their strength, weakness and work towards refining their overall personality and improvise their communication skills. Mentoring helped the students to choose a right career decision, and pursue it with focus and dedication. Mentoring also helped the Mentees to decide on choosing a relevant workshop, seminar, additional coaching and value-added courses relevant to their specialization. The scheme aims to address the conflicts in terms of attitude, habitual and knowledge of the students towards their learning practices

Problems Encountered and Resources Required:

Students pursuing their under-graduation course lacked proper guidance in selecting a correct decision path to achieve their goals. This is overcome by the mentoring system which is incorporated to motivate the students on their career path.

Initially Mentor and Mentee found difficulties in adopting and understanding the system (include the hesitating point in it). To overcome is, several meetings are conducted with the Head of the Department and IQAC.

Students feel some hesitation to share their information with their teacher. A regular mentor mentee meeting is arranged to establish a trusting relationship with accountability and responsibility.



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