

KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

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

GST Road, Chinna Kolambakkam, Palayanoor (PO), Chengalpattu (Dt)
Madhuranthagam(Tk.) – 603 308, Tamilnadu

Student Mentoring Policy

A mentor is someone who allows you to see the hope inside yourself.

- Oprah Winfrey





KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

1. Introduction

Guiding students is one of the important concerns of the University Grants Commission (UGC). Therefore, the UGC formulated guidelines for students' safety in Higher Educational Institutions (HEI). One of the important constituents of the guidelines for HEI was to mandatorily put in place a 'Student Mentoring and Counselling Policy' for effective redressal of grievances and challenges faced by students. As per the direction of the UGC, of Karpaga Vinayaga College of Engineering and Technology (KVCET) have constituted a Student Mentoring and Counselling Policy for creating a platform for students to interact and share their problems with the respective school authorities at various levels. The Institute involves teachers/faculties who act as mentors, guides, and sometimes local guardians of students. These faculty members interact with students and try to cater to their emotional and intellectual needs. They also guide students on their academic prospects

1.1 Purpose

The Karpaga Vinayaga Mentoring policy aims at fostering holistic development of both faculty and students based on a mutually inclusive social interaction. Some of the student specific benefits of the process are seen as, increased academic achievement, greater self-efficacy, greater connection to the school and peers, improved social skills set ,reduced behavioural problems, lower rate of engagement in risky behaviour, rise in class attendance, greater continuance in education, defined career goals, better awareness of a wholesome life, greater awareness of health and hygiene and improved concern for the ecosystem of the institute within and outside. The benefits to the faculty are improved reasoning skill, better ability to relate to parents, improved mentoring skills, greater feeling of belongingness to the institute, increased self-esteem, increased empathy, increased conflict resolution skills, greater patience and empathy, greater organizational skills, increased cultural capital and greater ability to understand their own challenges and experiences. Above all, the process is expected to promote mutual trust and compassion between mentor and the mentee. The purpose of this policy is to outline the scope of the mentoring services which is provided to all students at Karpaga Vinayaga College of Engineering and Technology.

Student mentoring and Counselling is aimed to provide guidance, support and/or any intervention required to address student well-being and/or academic progress.

1.2Scope



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

This policy covers all current students of the Institute. The students are mentored and counselled on academic, professional career development and mental well-being.

1.3 Aim:

This policy is aimed to develop and implement a mentorship program for the facilitation of personal and professional growth of undergraduate students of Karpaga Vinayaga College of Engineering and Technology.

The aim of student mentor-ship is,

- To enhance teacher –student relationship.
- To enhance student’s academic performance and attendance.
- To minimize student’s dropout ratio.
- To monitor the student’s regularity and discipline.
- To enable the parents to know about the performance of regularity of wards

1.4 Objectives:

The objectives of the Mentoring system are,

- 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.

2. Policy Statement

2.1 Principles

Mentoring is considered as a responsibility of mentors towards mentees at the Institute. It is reciprocal and practice of academic patronage that helps students/mentees to overcome professional and personal challenges to progress in their career. At KVCET, we believe in “shaping lives and empowering communities” that is underpinned by a value system of inclusivity, Integrity, Equity, Respect and Sustainability in everything we do. The Institute



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

also believes in creating socially responsible citizens for the future. The Institute follows a mentee led process that orients the professional goal of the individuals. As a principle, the Institute provides safe environment of openness, trust, mutual support and most importantly confidentiality to all its students. The Mentoring and Counselling Policy has a partnership approach that conscripts no hidden agenda and embed a non-judgmental process.

2.2 Policy

The Institute follows an exclusively designed Mentoring and Counselling policy that helps students in different ways depending on their professional goals. It addresses all the issues faced by a student related to their career progress by providing:

- Support and encouragement
- Creating opportunity for reflection, self-awareness and confidence
- New insights about the world of opportunities related to their interest
- An understanding of mentoring facilities and its benefits

Having considered mentoring as critical to the delivery of students' services towards their overall wellbeing, it is mandatory for each faculty to act as a mentor for certain number of students as deemed necessary from time to time. Though a mentor's role could be wide and varied to assist students succeed in their lives such as a guide, a counsellor, an advisor, a tutor, a teacher and perhaps a friend, it is desirable to create a structure within which a mentor should operate and be assessed. As a philosophy, KVCET recognizes the multidimensional roles of a mentor but at a policy level highlight on three basic roles that are key to advancing the professional and personal growth of a student i.e. a guide, mentor and an advisor. From here, stems our major objective criteria of assessment of a mentor's performance vis-a-vis the systems to be followed. Explicit among these are given below:

- The mentoring system is to be followed by each Department. Every faculty ipso facto is a mentor and is required to follow the accepted standards of integrity and ethics as stated by the university and implied by culture.
- While the process is democratic, liberal and cuts across hierarchy, the ownership, monitoring and reporting are clearly defined. HoD of each Department takes the responsibility to constitute a team of mentors for each academic year with the help of chief mentor. The duration of relationship with the same mentees preferably continues



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

until the final year with exception to readjustments as deemed necessary and approved by the HODs.

- On having the list of mentees, the mentor will seek all relevant information about the student from administrative department so as to be familiar with his background. He/she is required to maintain the standardized register with respect to attendance, exam results etc.
- Though mentoring is not limited to a formal method within a specified time, mentoring sessions are in built into the time table and may be of at least an hour per week. Besides this faculty may have information sessions with their mentees.

2.3 Functions of Mentorship Committee:

The committee will undertake the following steps in order to ensure a smooth and effective mentoring activity in the Institution. It will ensure that:

- Mentor provides emotional and instrument support, guidance, encouragement and a better environment for student's growth.
- Students and faculty are oriented and regularly updated regarding the mentorship program.
- Periodic meetings are conducted with the mentors and the HoDs of the respective departments in a particular year of study of the students.
- Regular evaluation of mentee and mentor is conducted through formal feedback exercises.
- Training workshops to be organized for mentors to enhance the mentoring skills and ability to identify the level of stress in students and mentor accordingly.
- Sensitization sessions to be organized for mentees during foundation or orientation program to make them aware of the basic principles and expectations of mentoring exercises.
- Mechanisms are worked out for identifying students in need of additional support in terms of counselling by trained counsellors, in case mentors are unable to sort out at their level.
- Proper records are maintained for the mentor-mentee meetings by the mentorship coordinators of the Department.



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

- Meetings of mentors to be conducted on a common forum to share experiences and sought suggestions in troubled cases, at least once in three months.
- The highlights of all the meetings are reported to the Head of the Institute and follow-up actions are taken accordingly.
- A smooth transition of mentees from year I to subsequent years and thereafter, a well-drafted mechanism of Mentee's handover in terms of complete documentation of mentee and face- to face interaction of old and new mentor in presence of Chief Mentor of Institution.
- Feedback to be collected from Mentee and Mentor regarding the Mentorship programme.
- Regular evaluation of the program to be undertaken towards gradual improvement of the mentoring program, in consultation with the feedback committee of the Institution.

2.4 Capacity Building for Mentors:

- All faculty members are potential mentors.
- All faculty members shall be sensitized/ trained for mentoring including basic counselling skills and identifying red flags before assigning mentees.
- Half day program/ mentorship workshop will be held regularly with approximately 20-25 participants each time (1-2 faculty from each department so as not to affect the departmental work)
- All mentors shall be guided for carrying out the mentorship program by respective coordinator and mentorship in charge.

2.5 General Guidelines for Mentee:

- ✓ All the mentees would be assigned mentors as per the circular released by the mentoring coordinator.
- ✓ Any student is free to approach respective Mentor/ Coordinator/ Mentorship – Incharge/ Head of the Institution/ Dean, in crisis.
- ✓ A mentee can have more than one mentor, if required with the permission of the mentorship cell. An application needs to be submitted to the mentorship cell for the same.



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

- ✓ Sensitization sessions of mentees towards what is mentoring and how this will help them will be organized during the foundation course. Such sensitization workshops would be conducted in subsequent phases during the respective foundation course.
- ✓ All students to be allotted mentors from amongst respective year/ semester/ phase teachers.
- ✓ All mentees are expected to attend all the regular mentor mentee meetings, as per the schedule.

2.6 General Guidelines for Mentors:

- ✓ 15 -20 students will be allotted to each faculty in each year.
- ✓ Mentor should spend a minimum of 15-20 minutes with each mentee during formal meetings.
- ✓ Mentors can also have informal meetings with their allotted mentees on daily basis or as and when required.
- ✓ Mentorship Coordinator shall be required to collect data of mentor-mentee meetings after each quarter to be submitted to mentorship In-charge. Mentorship Incharge in turn will submit the data to IQAC.
- ✓ All meetings should be recorded in the given Proforma in Mentoring log book.
- ✓ All information shared between mentor and mentee should be kept confidential. The information can be shared only with the Principal and mentorship coordinator, if required.
- ✓ Any serious issue raised by the mentees during the meeting should be reported to the class coordinator, mentorship cell and Principal.
- ✓ If the mentor mentions that his/ her mentee requires additional support or counselling for Distress Management of the then a counselling session by expert from Department of Psychiatry, Karpaga Vinayaga Institute of Medical Sciences should be arranged by the Institutional Chief Mentor with a corresponding Mentor of the student in a separate room. The confidentiality of the documents should be maintained.
- ✓ Mentors should maintain a file with the details of allotted mentees in the given Proforma, copy of all written/ email communications and details to be produced whenever asked required.

2.7 Do's and Don'ts for Mentor

Mentor Do's



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

- Do showcase openness to mentee.
- Be available and accessible.
- Maintain professional boundaries.
- Concise expectations clearly.
- Deal with mentee in an ethical and professional manner.
- Be considerate about the mentee's feelings and emotions.
- Restrict the mentorship only to mentors area of expertise.
- If the progress through mentor- mentee relationship is not yielding expected success, then redirect the mentee to mentors known resource personnel.
- Demonstrate 'model professional attitude' in mentoring.

Mentor Don'ts

- Efficiently manageable number of mentees is relative. Don't add more than manageable justifiably. • Human dignity is to be upheld at all times. Don't treat your mentees otherwise.
- Stick to the core purpose of mentoring. Don't use mentee for personal favours of any kind.
- Mentor –mentee relation is respectful and deemed confidential. Don't in filter it with gossip of any kind.
- Restrict the influence only on progressive and positive aspects through counselling. Don't end up in 'fault- finding'.

2.8 Issues addressed through Mentoring

- **Academics** (Course progress, Difficulties in understanding any subjects, class attendance, registration, subject scores etc.)
- **Career** (Issues related to higher study aspirations/Entrepreneurship/training and placement/job readiness programs /skill and domain courses importance)
- **Emotion** (Related to dimensions of emotions, misunderstanding or any anxiety due to any reason)
- **Discipline** (Ragging/fights among peers/Class Bunking/Fines/Complaints from hostel or teachers etc.)



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

- **Grievances** (Any problem faced by the student during and/or after the classes which may not have addressed properly)
- Any other issue(s) not covered under the above categories

2.9 Mentoring Categories

The Following Types of mentoring done are,

- 1) Academic Growth
- 2) Professional Guidance
- 3) Career Advancement
- 4) Personality Development
- 5) Psycho-social Guidance

2.9.1. 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 (IAT).
- 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.
- Students are given training for taking up competitive exam GATE, IES, UPSC, etc.



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

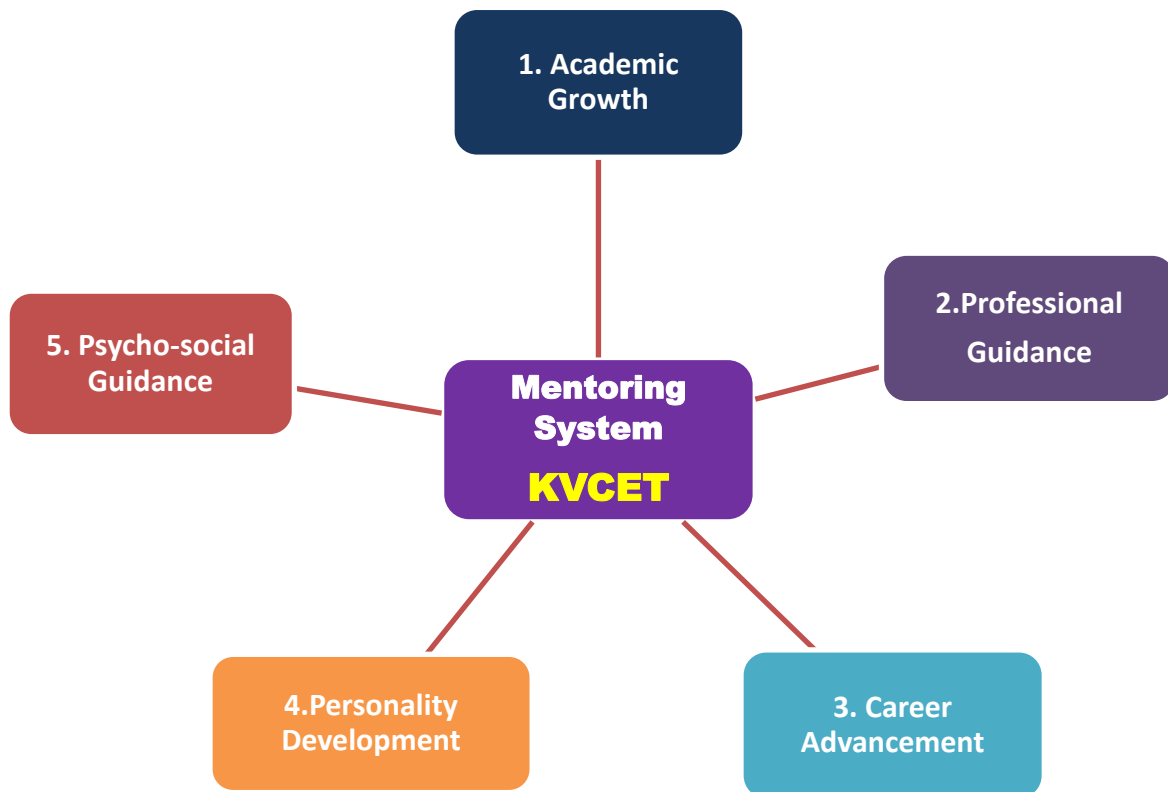


Figure: Mentoring System of KVCET

2.9.2. Professional Guidance:

- The students are encouraged and guided to register themselves in the professional bodies like IEEE, CSI, ISTE and SAE 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.



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

- 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.

2.9.3. Career Advancement:

- Career guidance and counselling is provided by Industrial mentors from top Industries.
- Industrial Mentoring will 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.
- Industrial Mentors will have interaction with the students on every fortnight or monthly basis based on their schedule.
- 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, Dassault Systemes, Microsoft, AWS, etc. This helps the students to improve their profiles for future.

2.9.4. Personality 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 through various students clubs. 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 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.



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

2.9.5. Psycho-social Guidance

- Dr. Sethumathavan from Karpaga Vinayaga Institute of Medical Sciences, regularly visit and counsel our students for their health and stress management and fostering their resilience and tools to express and overcome grief and adversity.
- Very sensitive cases are informed to their parents for remedial measures.
- Counselling will be given on all working days. Parents can meet counsellor with the prior appointment during all working days.

3. Governance

3.1 Responsibility

The Mentoring and Counselling facilities are available to all the students irrespective of the program they are enrolled into. The respective Head of Department appoint mentor and allot number of mentees. The mentor (Faculty joining the Institute) are encouraged to attend a “mentoring brief session” as part of their induction to understand what mentoring is and is not and what is expected of them as mentors. The mentors interact and discuss with students on challenges related to academics, career development progress and plans and corrective measures are taken by the mentors.

NOTE: The onus to inform the nominated mentor rests with the Head of Department. The university encourages every faculty member to become a mentor as it depends on mentee's need.

3.2 Authority

The Institute has a robust student mentoring and counselling mechanism in place to facilitate mental wellness of students. A student counselling committee has been notified through an office order. A committee has been formed at Karpaga Vinayaga College of Engineering and Technology to implement and evaluate the program at the Institution.

The committee comprises of:

- Chairperson, Principal
- IQAC Coordinator



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

- Chief Mentor
- A representative from each department from the Institution.

4. Procedure

4.1 Procedures

The functioning of the Student Mentoring and Counselling Policy of the Institute follows:

Stage 0: Awareness session for faculty about student mentoring system.

Stage I: Assigning mentors to students

Chief Mentor/Principal issue a circular on the allotment of Mentors and respective allotted Mentee in an Academic Year with details on contact number and email IDs. A group of maximum 20 students are assigned to a mentor. In case of Mentor leaves the Institute, again Chief Mentor will allot another Mentor to that group of Mentee.

Stage II: SWOC analysis and Categorization

The Mentor initiates the mentoring process in the initial contact and ice-breaking is taken up. The general interaction that comprises of information on family background, educational history and records of the same, strengths, struggles and weaknesses is understood by the mentor and mentor reaches out his personality to the mentee. Students to be divided into the following categories.

- | | |
|------------------------|--------------------------------------|
| ➡ Slow Learners | - Scoring less than 6.00 CGPA |
| ➡ Progressive learners | - Scoring more than 6.00 to 6.5 CGPA |
| ➡ Fast learners | - Scoring more than 6.5 CGPA |

Stage III: Mentor-Mentee Interaction

All mentors are required to hold meetings with assigned students in regular interval. The minutes of such meetings are recorded. Mentors are required to note down the concerns raised by students and take appropriate action to address the issue. If required, concerns/issues of students can be kept confidential. Critical cases are referred to Principal and Students grievances cell.



KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

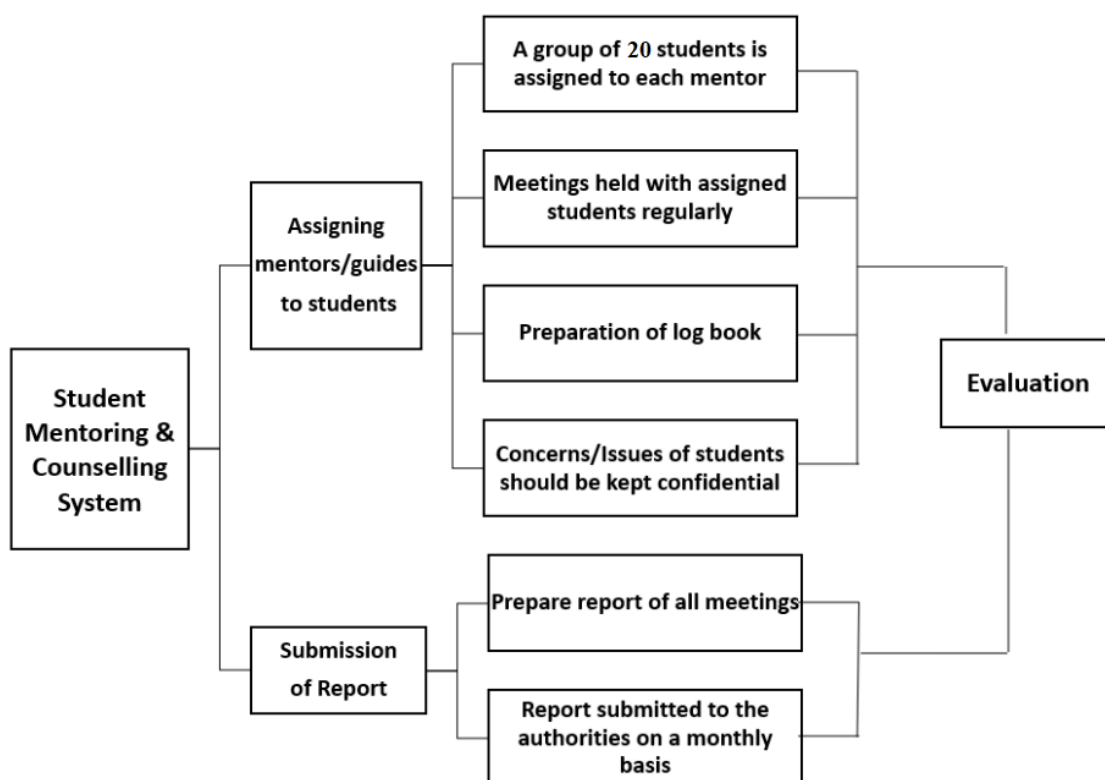
Stage IV: Maintenance of Mentor Log Book

A hard copy Mentorship Log Book is maintained by each Mentor that has details on the Name of Mentor, Name of Mentee, Roll Number, Photographs, and contact details including information on parents and guardians. In the Log Book, along with Mentor and Mentees details, structured format on the Meeting/counselling details such as date, time, signatures, remarks by Mentors,

Stage V: Submission of Report

Mentors are required to prepare report of all meetings and issues raised and addressed by students and the same are to be submitted to the authorities/departments. It shall be done on a monthly basis.

4.2 Process Flow





KARPAGA VINAYAGA

COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and Accredited by NAAC)
GST Road, Chinnakolambakkam, Madhuranthagam Taluk, Chengalpattu District – 603 308, Tamil Nadu

4.3 Confidentiality

The relationship of students with the counsellor and the information shared are always fundamental to counselling. The university is prudent in sharing information unless the circumstances determine who should be privy to information. The information and its disclosure are always kept confidential.

