



# **GOVERNMENT COLLEGE OF ENGINEERING AND CERAMIC TECHNOLOGY**

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## ***POLICY OF STUDENT MENTORING***

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There is a difference in the academic environment of a school where students completed 10+2 education with that of a professional institute.

The goal of a professional institute is to train the student with professional skill, develop their overall personality and make them employable. Many students of the institute are from rural areas and with diverse socio-economic backgrounds. As they are from rural areas, the environment of the institute is entirely new to them. Hence they face many difficulties in the course of their stay in the institute.

To overcome this situation, the institute has implemented Mentor Mentee Program to guide students. Mentoring provides students emotional and instrumental support, guidance, encouragement and better environment in the institute. A mentor plays a vital role in nurturing students and has a positive impact on students' persistence and academic achievement. A mentee can approach his / her mentor for both educational and personal guidance. It is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the faculties and students.

Mentoring mentee program at the Government College of Engineering and Ceramic Technology is a structured programme in which each faculty is assigned with the task of mentoring about 8-10 students. First year students will have mentors from first year departments, when they move on to subsequent years they will be detached from the preceding mentors and attached to succeeding faculty from that particular department.

The mentor will perform the following functions. The list, of course, cannot be exclusive. A mentor can always do more for the benefit of the students.

### **Responsibilities of a Mentor**

- Meet the group of students at least twice a month.
- 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.
- Continuously monitor, counsel, guide, and motivate the students in all academic matters.
- Advise students regarding 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 students in their career development/professional guidance.
- Maintain contact with the students even after their graduation.
- Intimate HOD and suggest if any administrative action is called for.
- Maintain a detailed progressive record of the student.
- Professional Guidance – regarding professional goals, selection of career, higher education.
- Career Advancement – regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth
- Course work specific – regarding attendance and performance.

### **Responsibilities of a Mentee:**

- Attend meeting regularly
- Fill personal information in the form at the time of joining the mentor- mentee system.
- Provide details of attendance, continuous assessment, examination, co-curricular, extra-curricular activities to the mentor whenever asked for.
- Repose confidence in the mentor and seek his/her advice whenever required.

### **The role of HOD:**

- Meet all mentors of the department at least once a month to review the proper implementation of the system
- Advise mentors wherever necessary.
- Initiate administrative action on a student when necessary.
- Keep the head of the institute informed.