Mentoring system

The institute provides a comprehensive mentoring program to help students, ensuring their holistic development through continuous support. This is achieved via a structured tutor Guardian system and the establishment of specialized cells aimed at offering personalized assistance. The entire mentoring process is overseen and regulated by the Dean of Student Welfare's office, in coordination with the respective Heads of Department.

a. Tutor Guardian System

Each student is paired with a dedicated mentor or Tutor-Guardian (TG), with each mentor responsible for a group of 30 students. TG interacts regularly with their students for proper redressal of the issues pertaining to the concern students. Clear guidelines and responsibilities for the TGs have been established and communicated through the respective Heads of Department. Meetings between TGs and parents are scheduled as necessary, aiming for at least once per semester, to discuss the students' progress and any concerns.

The tutor Guardian system is crafted to assist students in improving their academic performance and to provide counselling on academic and other issues. To track the ongoing development of students, a comprehensive mentoring record for each student is maintained. Mentors or TGs keep detailed records of the students assigned to them, which include the following details:

TG maintains a detailed record of students allotted to them. Record contains following details.

1. Personal Information
2. Previous Year Academic Record (University Results)
3. Current Academic Performance
4. Attendance Record
5. Competitive Examination result details (if applicable)
6. Record of achievement (if any)
7. Internship and Industrial Trainings
8. Scholarships Received (if any)
9. Participation in Co-Curricular and Extra-Curricular activities.
10. Record of disciplinary actions (if any)

The Tutor Guardian meets the students periodically and monitors their overall behaviour and performance. Guidance regarding the areas of improvement is provided. Periodically TG meeting with the parents is conducted based on the requirement. Tutor Guardian guides, motivates and encourages students on various aspects like Professional guidance, Career advancement, academic issues and All-round development. TG counsels them on code of conduct and behaviour in class, campus and routine life on regular basis.

b. Professional Guidance:

The Institute boasts a robust framework for professional development through its Industry-Institute Partnership (IIP) cell, Entrepreneurship Development Cell (EDC), and an active alumni network. These cells are instrumental in offering students tailored professional guidance. Beyond classroom instruction, the department includes faculty members with professional qualifications ready to mentor prospective students towards their career goals. To keep students abreast of industry trends, the institute organizes guest lectures and expert talks from esteemed institutions and industry leaders. Students are also urged to engage in in-plant training within industries, providing them with practical exposure to current technologies through organized industrial visits.

Our distinguished alumni play a significant role in the institute's efforts to support student career development. Alumni, who have excelled in various sectors such as industry, academia, and entrepreneurship, are regularly invited for direct interactions and to share their insights through lectures on their expertise areas over the year.

Mentors encourage their students to actively engage with members of these specialized cells, expert faculty, industry professionals, and alumni. This interaction is pivotal for students seeking to enhance their skills, explore future career paths, and achieve professional growth.

c. Training and Placement Cell:

The Training and Placement cell has been active in arranging campus recruitment drives as well as creating awareness and providing training to the students on various career opportunities. Following are the few activities conducted by T&P cell.

- Pre placement talk
- Pre placement training of technical and nontechnical areas
- Mock test series
- Mock interviews
- Weekly online English test

d. Personal counselling:

Faculty members engage with students on a one-to-one basis as needed, addressing their personal and academic concerns. To support students facing challenges, remedial classes are organized. Meanwhile, students who excel are recognized, rewarded, and encouraged to aspire for greater achievements at higher levels.

e. Course work:

Faculty members responsible for different courses engage with students to clarify any concept-oriented doubts and address test-based problems specific to their respective courses. Remedial classes are organized to support weaker students, providing them with additional assistance. Moreover, faculty members make themselves available to students even after class hours to help resolve any lingering doubts or queries they may have.

f. Laboratory specific:

Each of the lab sessions are handled amicably by faculty members and lab staff in order to take special care of the students while performing the experiments. A demonstrative presentation is given by the concerned teacher before every experiment. The Laboratory records are evaluated after the experiment is held. Regular viva/assessment is taken to test the understanding of the student about the laboratory work. The students are also allowed to perform experiments during time slots other than their regular schedule.

g. All round development:

The institute makes conscious efforts for overall development of the students. In addition to academic and technical activities various other activities like literary, cultural and sports activities are organized. Such activities inculcate leadership qualities, decision making abilities, team spirit, analytical abilities and socio awareness which leads to all round development of students.

h. Monitoring of Mentoring system:

- Close monitoring of the mentoring system to help students at individual level is done.
- Respective TG submits feedbacks/observation of those students who are lacking/facing problems in their academic growth to HOD/ Vice Principal.
- Appropriate actions are taken to resolve their problem.

i. Effectiveness/impact of the System:

The mentoring system developed by the institute has proved to be effective considering different parameters. The performance of students in the academics has improved on following parameters like university results, class performance, attendance, participation in co-curricular activities like paper presentation, model presentation and participation in techno cultural activities at institute level and beyond.