MENTOR MENTEE POLICY

POLICY NO	ISSUE/REVISION NO	DATE OF REVISION	NEXT REVISION
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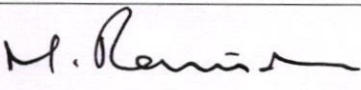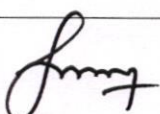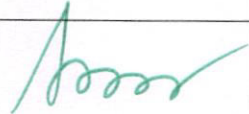| PREPARED BY	VERIFIED BY	APPROVED BY
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POLICY AND PROCEDURE — MENTOR MENTEE POLICY

PURPOSE:

To provide a forum in which the mentor advises and assists an assigned mentee in successfully progressing through the Engineering course at Unnamalai Institute of Technology.

SCOPE:

To provide additional support to the incoming students and to enhance their performance on a long-term basis in curricular and extracurricular aspects.

RESPONSIBILITY:

This procedure applies to students and faculties of the Unnamalai Institute of Technology.

PROCEDURE:

➢ The duration of the program is four years from the first year to the final year.

➢ One to one session between mentor and mentee is conducted three times a year after every internal assessment exam. Ratio of mentor mentee is 1:10.

➢ Planning of mentorship programmed by member secretaries with chairperson to recruit mentor to mentee

➢ Conduct a meeting with all mentors to decide a date of contact session between mentors and mentee

➢ Allotted mentors to collect and maintain profile of assigned mentees which contains information regarding personal, family, contact, address and basic health details, curricular and extra — curricular interests and talents.

➢ Term wise meeting of mentor and mentee after each internal assessment exam is conducted

➢ Mentor addresses the issues in attendance, examination performance, subject understanding

keeping up with the schedule or curriculum with the mentee in a one- to-one basis

➤ Mentors to discuss and identify issues in non-academic aspects like hostel or campus facilities for boarding, food, health and safety, library, peer interaction, ragging, transport or other aspects and intimate the responsible authorities for appropriate solution.

➤ Slow learners and advance learners students are identified based on their internal assessment marks and university marks.

➤ Mentor debriefs the issue to member secretaries with written format or verbally.

➤ Mentor along with member secretaries provide a recommendation to chairperson about how to overcome the identified barrier and the student is monitored on regular interval by the mentor to check on improvement.

Mentor-Mentee Mechanism

➤ Faculty members (Mentors) will be assigned a group of 10 students from the same Department.

➤ The mentee once assigned to a mentor will continue with the same mentor till the end of the program of study.

➤ Every Year, First Year students will be added to the mentors list in place of graduating students.

➤ In case of Divyang students, specific Faculty Mentors will be allotted in addition to their Departmental mentors who will look after of their special needs.

➤ Student Mentors will be assigned to slow learners in the format of a buddy system.

➤ Peer or student mentors will be felicitated at a suitable platform and the number of hours spent by them will be considered towards completion of NSS program.

Roles and responsibilities of mentors:

➤ Collect and maintain profile of assigned mentees which contains information regarding personal, family, contact, address and basic health details, curricular and extra-curricular interests and talents. Identify pre-existing difficulties which may hamper the course of learning in institute (medium of learning other than English, non-local language, economically weak, health issues etc.) and inform the management.

- Maintain and update records of theory as well as practical.
- Maintain and follow up the academic performance of the mentee through internal assignment marks, slip tests etc.
- Address the issues in attendance, examination performance, subject understanding keeping up with the schedule or curriculum with the mentee in a one-to-one basis and suggested action.
- Discuss and identify issues in non-academic aspects like hostel or campus facilities for boarding, food, health and safety, library, peer interaction, ragging, transport or other aspects and intimate the responsible authorities for appropriate solutions.
- Encourage the student to pursue their academic as well as extracurricular talents.
- Provide career counseling and guidance.
- Maintain strict confidentiality and privacy regarding the mentee issues.

Roles and responsibilities of mentee:

- Meeting with the mentor following each IAT Exam
- Stay accessible, committed, and engaged during the length of the program
- Assume responsibility for improving skills and knowledge
- Seek opinion, feedback, and direction from the mentor

Expected Outcome of the Mentor-Mentee Mechanism

- To empower students through imparting skills for self-awareness, self-management, social awareness, and relationship management
- Identification of the learning abilities of the students and requirements of special needs.
- Identification of slow and advanced learners and take appropriate steps.
- Proposal for augmenting curriculum as per the requirement of the students.
- Initiating new courses for career advancement of students based on student requirements.
- Forwarding Suggestions for changes in the curriculum to the University.
- Modifications in the Teaching-learning pedagogies.

Faculty and college responsibility towards slow learners

Slow learners cannot be defined as poor achievers or suffering from any kind of illness. The slow learning may be because of social background, lesser exposure to society, academic facilities, field, and hesitation to ask questions in the class, medium of instruction, previous knowledge of the subject due to different curriculum in state boards, etc. mentors can help mentees to overcome many of their problems.

The following strategies of more may be adopted by the faculty to motivate and guide slow learners.

➢ Making provisions of easy lecture notes/study materials.

➢ Recording their lectures and providing the same to the students so that the students can listen to the class content at their pace.

➢ Arranging special classes in the form of remedial classes.

➢ Peer education strategies can be used by following buddy system or peer mentors.

➢ Provide academic and personal counseling

➢ Encourage group learning activities.

➢ Encouraging the students to join or participate in Co-Curricular activities

➢ Teaching Learning through examples and case studies related to their social background.

➢ Encouraging students to be more inquisitive and to join the skill development courses on life communication skills.

Faculty and college responsibility towards advanced learners

Advanced learners are those students who have better Intelligence Quotient and faster understanding of the subject. Such students require to be groomed beyond curriculum to explore their full potential.

➢ Providing extra facilities and academic input for better career growth.

➢ Encouragement to join research projects run by the college to inculcate research orientation.

➢ Encouragement to write and publish research/popular/review papers or book chapters under

the guidance of faculty members.

➢ Encourage to read research papers and make presentations before the class.

➢ Encourage to participate in National/International Conferences, Seminar and workshop so that they can present their works as well as interact with renowned academician.

➢ Provide scholarships/Awards to acknowledge their efforts and to enhance their performance.

➢ Offer deeper questions with moving from factual to conceptual thoughts.

➢ Honor and support innovative thinking. Help nurture their innovative ideas into products or models.