YASHWANTRAO BHONSALE INSTITUTE OF TECHNOLOGY

MENTORING SYSTEM

Mentoring System: The new process has been established as ˜Mentoring System. Each faculty will be the mentor of a group of 20 to 25 students. First year students will have mentors from the department of Basic Engineering & Science and second, third year students will have mentors from the parent program.

Responsibilities: 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.

1. Meet the group of students at least twice a month.
2. Continuously monitor, counsel, guide and motivate the students in all academic matters.
3. Advise students regarding choice of electives, project, summer training etc.
4. Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.
5. Advise students in their career development/professional guidance.
6. Keep contact with the students even after their graduation.
7. Intimate HOD and suggest if any administrative action is called for.
8. Maintain a detail progressive record of the student (format attached).
9. Maintain a brief but clear record of all discussions with students.

HOD: The HOD will,

1. Meet all mentor of his/her program at least once a month to review proper implementation of the system
2. Advice mentors wherever necessary.
3. Initiate administrative action on a student when necessary.
4. Keep the head of the institute informed.

Academic committee: Institute academic committee will discuss mentoring related issues at least twice in a semester during its meetings and revise/upgrade the system if necessary.

The Institute is emphasizing towards enhancement of enhancing the institutional ambience to better serve the needs of an ever-changing and dynamic learning community. Effective mentoring begins with the faculty and depends on the healthy relationship between faculty and students. The faculty advisors perform the following functions:

1. To maintain personal details of the students including their address, contact numbers, overall academic performance and progress. It will help the FA in monitoring the academic growth of the students. It will also help the College in tracer studies of the alumni.

2. To advise the students regarding choice of electives, projects, summer training, etc.

3. To counsel and motivate the students in all academic matters-direct or indirect.

4. To guide the students in taking up extra academic and professional activities for value addition as a member of the society.

5. To contact the parents / guardians of the students in case of their academic irregularities, behavioral changes, etc, through the Head of the Department or College.

6. To advise Principal of the College in matters of leave or absence, official recommendation etc.

7. To advise the students in matters of their career.

In Computer engineering programmed, 12 faculties are working as Faculty Advisors for the students. The faculty monitors their progress and reports to teacher-in-charge. This mentoring is for overall development of the student. Faculty advisor meets the students frequently and discusses various issues including class room lectures, laboratory performances, participation of seminar / conferences and technical event, and any academic difficulty-faced-and-career-development.

Types of Mentoring done are:

1. Professional Guidance - regarding professional goals, selection of career, higher education.

2. Career advancement-regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.

3. Course work specific - regarding attendance and performance in present semester and overall performance in the previous semester.

4. Lab specific - regarding Do's and Don'ts in the lab.

For the Department of **Computer Engineering.**
Number of faculty mentors: **12**
Number of students per mentor: **20/ 25**
Frequency of meeting: **Weekly** (preferable) or **Need based**