



# Adi Shankara

## INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam  
Technological University  
(Owned by Adi Sankara Trust)

### Mentoring Policy

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### **Mentoring Policy**

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Adi Shankara Institute of Engineering and Technology, Kalady, focuses on providing support mechanisms for students to excel in both academic and non-academic pursuits. The institute's mentoring policy is applicable to all mentors and mentees involved in the program, with the goal of ensuring guidance and directions on academic, co-curricular, and extra-curricular activities of the students. The college is dedicated to regularly assessing the effectiveness of the Mentee Mentoring Policy and making necessary adjustments to meet the evolving needs of the students.

#### **Objectives**

- To establish a favourable association between the mentor and the mentee that promotes the mentee's advancement and progress.
- The aim is to provide a dependable and all-encompassing support system that encourages students to excel in both academic and non-academic areas.
- The goal is to guarantee that students adapt with the dynamic learning environment and lead their ways into highly successful careers and personal life.

#### **Benefits of Mentoring Program**

- Mentoring can provide crucial assistance to students during important junctures in their college experience.
- The process aids mentees in identifying and correcting deficiencies in their general abilities and knowledge.
- Mentees are given appropriate guidance to enhance their productivity and time management abilities.

- The process offers psychosocial support to students, thereby fostering self-assurance in confronting professional obstacles.
- Students can formulate strategic plans for managing both academic and personal concerns.
- Maintain a healthy relationship with students and provide the necessary support on time.
- Students can also avail the advice of the professional counsellor appointed if required.

### **Mentor Allotment Mechanism**

- The students after getting admitted into the Institution, shall be divided into small groups.
- The Head of the Department shall allocate a small group of students to each mentor.
- The faculty allotted has to monitor their students group very closely and do the necessary supports on time.

### **Duties of Mentors**

- Mentors shall be assigned a group of students (Mentees) whom they shall guide throughout their academic journey.
- Mentors shall assist the students in acclimatizing to campus life by helping them understand the opportunities and challenges.
- Mentors are required to maintain a confidential record (data sheet) of the mentoring activities performed for their mentees.
- Mentors shall do their utmost to motivate and counsel students about the importance of classroom learning.
- Mentors shall monitor the academic progress of their mentees and offer them guidance on personal matters, with the aim of reducing student dropouts.
- Mentors shall interact with their mentees periodically to review their experiences and encourage them to set objectives for the upcoming period.
- Mentors shall play a significant role in identifying slow learners and providing special attention to help them clear their exams and score well.

- Mentors are expected to meet with the parents of their respective groups and provide updates on their ward's academic and non-academic performance.
- If at any point, mentors feel that their mentees require specialized counselling, they should encourage them to seek assistance from the professional expert, the Student Counsellor appointed by the Institution.