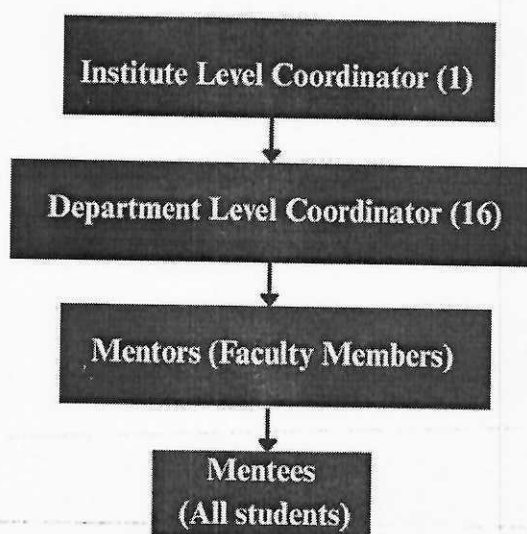## Revised Copy of Approved Mentoring system   9th September 2025

The institute has an effective and well-structured mentoring system in place. Mentor-Mentee Cell - MITS has been a structured initiative since 2016, designed to support and guide students throughout their academic journey. It promotes a professional relationship between mentors and mentees, ensuring holistic development.

Web link: AviScio :: MITS (172.16.0.222)

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┌─────────────────────────────────┐
│  Institute Level Coordinator (1) │
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│ Department Level Coordinator (16)│
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┌─────────────────────────────────┐
│     Mentors (Faculty Members)    │
└─────────────────────────────────┘
                 │
                 ▼
      ┌────────────────────┐
      │      Mentees       │
      │   (All students)   │
      └────────────────────┘
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- The mentoring system caters to students' professional, career, personal, and holistic development.

- Faculty members are acquainted with the institute's mentoring system during their induction program through structured orientation sessions, and each faculty member actively participates in the mentoring process as a mentor at their concerned department.

- On average, 20 - 25 students are allotted to each faculty member for mentoring.

- The mentor in-charge convenes a meeting once a month, in addition to holding regular, unscheduled meetings with student mentees three to four times per semester.

- Currently, the proctoring system at the institutional level is headed by Dr. M. Parvathi, Assistant Professor of English, Department of English & Foreign Languages.

Comprehensive Mentoring System at the Institution

The revised mentoring system, implemented through **AviScio :: MITS (172.16.0.222)** - an integrated digital platform, has been operational since February 2025 to monitor and document mentoring interactions for B.Tech. students. From the odd semester of the academic year 2025-26, M.Tech., MBA, and MCA students will also be mapped to mentors and engaged through this platform.

The shift to this digital platform marks a significant improvement over the traditional one-page hard copy records and the earlier IMS system. While the hard copy format was limited in scope and difficult to maintain consistently across departments, the IMS could only generate brief summaries- typically two to three lines per mentee offering minimal insight into student progress. These formats lacked the ability to track longitudinal development or support timely interventions. In contrast, the new digital system provides mentors with comprehensive, real-time access to student data, allowing for deeper analysis, personalized mentoring, and better documentation. This ensures transparency, scalability, and a more structured approach to student support.

This system serves as a centralized digital repository, recording key metrics such as academic progress, attendance records, and mentor-mentee engagements. The platform automatically synchronizes real-time academic data: including attendance, academic grades, backlog status, and achievements, into individual student profiles, enabling mentors to analyze performance trends and provide personalized, data-driven guidance.

In the system, mentors play a multifaceted role, focusing not only on academic improvement: through remedial suggestions, time management strategies, and study plans, but also on holistic development. They guide students in career planning aspects such as resume building, internship opportunities, and skill enhancement; personality development skills such as communication skills, emotional intelligence, and ethical values; and behavioral aspects like discipline, punctuality, and peer interactions. Recognizing the importance of parental involvement, the institution facilitates periodic parent-mentor meetings, either in-person or virtually, to discuss student progress and address concerns collaboratively.

To foster well-rounded growth, the institution promotes student-led initiatives through clubs and committees associating literary, cultural, technical, and sports domains. Regular workshops, guest lectures, and industry interactions further supplement these efforts, ensuring students gain practical exposure alongside theoretical knowledge.

The structure of mentoring activities in the institution with the roles and measures are detailed in the following table.

Type of Mentoring Activities in the Institution

S. No.	Type of Mentoring	Monitoring Measures
1	Academic Performance	Mid-term and semester-end marks; completion of MOOCs
2	Attendance	Monthly attendance percentage; regularity in classes to improve academic performance
3	Career Guidance	Self-employment opportunities; participation in entrepreneurship development activities; higher studies plan; internship opportunities available; placement status
4	Soft Skills	Ability to communicate; improvement in English speaking skills; interpersonal, team working and leadership skills
5	Practical Skills	Periodic progress in laboratory work through observations/record notebooks; project completion status; participation in technical events such as hackathons and intra- and inter-college symposiums

In charge of Mentor-Mentee Synergy Log

Registrar

REGISTRAR
Madanapalle Institute of Technology & Science
(Deemed to be University)
MADANAPALLE - 517 325, A. P.