MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
(UGC-AUTONOMOUS)

Students Mentoring System: Mentor-Mentee

Mentoring is an admirable corporation between the two people (Mentor and Mentee) based on the commitment towards mentoring process, expectations, focus, mutual trust and respect. It is a constructive relationship based upon the mutual trust and respect. Mentoring also allows the transfer of knowledge and skills from mentor to mentee. However, it requires active sharing and listening from both the sides. Here everyone learns and everyone benefits.

Students Mentoring System (SMS) is a powerful personal development tool for supporting students to improve their learning in terms of the life skills, such as leadership skills, adaptability, critical thinking and creativity. The system motivates them towards their academic performance, personal wellness, career development and aspirations.

The Students Mentor System is a reliable and comprehensive support system to propel students to excel in their academic performance, personal wellness, career development and aspirations. It is most successful when it is focused on the SMART (Specific, Measurable, Attainable, Results-oriented, Time-bound) goal.

Objectives of the Students Mentoring System are:

- To guide students to be more connected to the Institute and more enthusiastic to achieve their educational goals
- To support the first year students, understand the challenges and opportunities present in the Institute and develop a smooth change towards their professional life
- Make students aware of resources available to them in the Institute and encourage them to utilize the resources
- Support students to develop or refine their learning skills, leadership skills and time management abilities
- Provide counselling to academically weak students (slow learners) for their personal wellness and career development
- Support students to improve their abilities to articulate and formulate plans to achieve their academic performance, personal wellness, career development goals and aspirations
- Monitor students' academic performance, wellness and career development activities to enhance their academic performance, personal wellness, career development and aspirations
- Provide opportunities for students to build academic, social, and professional networks through their peers, seminars, events, co-curricular activities, and industry mentors
- Identify problems of the students' population and to bring them to the notice of the concerned authorities / people

The success of mentoring will depend on the clearly defined roles and expectations, in addition to the participants' awareness on the benefits they get by participating in the SMS.

1. **Aspirations of Mentee**
   a) Engineering as a Profession
   b) Good Career / Job
   c) Higher Education
   d) Emerge as a Leader in the Profession
   e) Pursuing Entrepreneur

2. **Roles and Expectations of Mentee**
   a) Create a spirit of mutual learning, mutual respect and mutual trust
   b) Communicate regularly, at least to say just "hello"
   c) Be a good listener, have a sense of humor, and enjoy the experience of mentee
   d) Be open and honest on goals, expectations, challenges and concerns, so that mentor can support you
   e) Empower yourself to become a professional, leader and engaged citizen with the support of your mentor
   f) Make sure to attend all meetings as scheduled
   g) Maintain confidentiality

3. **Benefits of Mentoring for the Mentee:**
   a) Improves the ability to express aspirations, expectations and anxieties
   b) Improves confidence and motivation
   c) Demonstrates strengths and explores the opportunities
   d) Improves focus to achieve aspirations
   e) Complements ongoing formal study and career development activities
   f) Develops as a professional
   g) Improves career development opportunities
   h) Provides assistance with ideas and honest feedback

4. **Role and Expectations of Mentor**
   a) Be a resource, allocate time and energy
   b) Communicate regularly, at least to say just "hello"
   c) Enhance a spirit of mutual learning, mutual trust and respect
   d) Be a good listener, have a sense of humor, and enjoy the mentoring experience
   e) Promote self-esteem and confidence of the mentee
   f) Empower the mentee as a professional, leader and engaged citizen
   g) Provide support, but don't become a crutch for the mentee
   h) Maintain confidentiality

5. **Benefits of Mentoring for the Mentor**
   a) Enhances eagerness to be an expert
   b) Enhances skills in listening, coaching, counseling and cooperation
   c) Enhances the generational awareness
   d) Develops an update personal leadership skills
   e) Professional satisfaction and growth

****

STUDENT'S MENTORING

The Institute has an effective mentoring system in place.

- Mentoring System caters to the Professional, Career, Personal and Overall development of the Student.
- The Faculty are made aware of the Mentoring system of the Institute at the time of their induction program through Orientation Classes. And each of them is actively involved in the Mentoring Process.
- On an average, 15-20 students are allotted to each faculty for mentoring.
- The concerned faculty would convene the meeting once in a month over and above the regular, unscheduled meetings with individual students.

Mentoring system works through the Institution Management System (IMS) which records the entire mentoring activity conducted for the Mentee. The academic performance of the student would automatically be updated in the student profile. The mentor accordingly would advise the mentee not only to improve his academic performance and attendance but also in building the personality and career of the student which are directly related. At times, meetings with the parents also are conducted on need basis.

In addition to academics, literary, cultural and sports activities are also conducted periodically through various clubs by students which train them on leadership, decision making, team spirit, analytical capabilities etc.

The type of mentoring activities in the institution with the roles and measures are as detailed in the Table 1

Table 1: 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 Assignments
2.	Attendance	Monthly attendance percentage, Regularity to classes to improve academic performance
3.	Career Guidance	Self-employment opportunities, Entrepreneurship development activities participated, higher studies plan, Internship opportunities availed, Placement status
4.	Soft Skills	Ability to communicate, improvement in English speaking, interpersonal & group discussion skills
5.	Practical Skills – Laboratory Work	Periodic progress of the laboratory work, submission of observations/records, project completion status, participation in technical events like hackathon, intra and inter college symposiums

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
GUIDELINES FOR THE MENTORS & THE MENTEES

Guidelines for the Mentors: 10-07-2019

Here are some general guidelines and tips describing the mentor-mentee relationship. Realize that the roles, responsibilities, and outcomes may vary just as individuals and the situations vary.

MENTOR ROLES, RESPONSIBILITIES AND BENEFITS:
The mentor's role is to teach, guide and help shape the professional growth and learning of the mentee and to serve as a positive role model.

Mentor's responsibilities:
- Shall shares information about his/her background, skills and interests (maintains confidentiality if there is any problem)
- Shall take the mentee into confidence and tell how he/she can help by developing trustworthiness.
- Shall listen actively the problems and predicaments related to the progress.
- Shall serves as a positive role model and guide the mentee
- Shall help mentee to set educational/career goals by timely advices
- Shall encourage in building self-confidence self-esteem and efficacy
- Shall offer mentee constructive and meaningful advice and the required feedback
- Shall celebrate the milestones and achievements with mentee
- Shall act as a resource for information and provide periodical guidance.
- Shall educate the mentee on workplace and societal expectations

FUNCTIONS:
- Shall enter the primary data in MITS-IMS.
- Shall inform the Mentee the meeting dates
- Shall meet the Mentee periodically
- Shall fix the agenda of objectives & goals
- Shall permit the Mentee's leave application
- Shall sign in the records of the Mentee
- Shall observe the deviations and bring it into the notice of the Counsellor or the authorities

In charge

PRINCIPAL

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE
GUIDELINES FOR THE MENTORS & THE MENTEES

Expected Outcomes of Mentoring for the mentor:

- Demonstration of expertise and opportunity to share knowledge
- Grooming & building up leadership skills to the mentees
- Enhancing the skills in coaching, counselling, listening and modelling
- Handholding the Mentee and contributing to his/her professional development
- Gaining insights and different perspectives from future members of the profession
- Gives back to the community and sharing the common institutional goals.
- Builds relationships with potential interns and new hires for organization
- Taking the accountability of the noble profession in an empathetic attitude.

Expected Outcomes of being mentored by the mentor:

- Deriving support & assistance in defining career goals, strategies and outcomes
- Developing a meaningful professional relationship with mentor and grabbing the opportunities for the growth.
- Increasing professional connections and networks and emerging as a leader.
- Gaining the knowledge of workplace & societal expectations
- Evolving as a Total Quality human resource through self-awareness and emerge out successfully with confidence.
- Surfacing as a potential workforce in the global cross cultural setup.

In charge

PRINCIPAL
PRINCIPAL
Madanapalle Institute of Technology & Science
P.O Box NO. 14, Kadiri Road, Angallu
MADANAPALLI 517325 A.P

Madanapalle Institute of Technology & Science

Madanapalle- 517325

MITS IQAC Guidelines to the HoDs & Mentors

1. All the Heads of the Departments shall adhere to 1.20 ratio, while allotting the Mentees to the Mentors.

2. HoDs shall be very vigilant before signing in the "NO DUES FORM. "They shall collect all the necessary documents from the outgoing staff and sign in the "NO DUES." They shall ensure that all the documents mentioned below have been deposited in the respective Departments.

Ex: Attendance Registers; Mentor Reports duly filled in; Reference books; Dept Coordinators' files if any; laptops; Midterm exam Answer scripts; Any other lab material etc....

3. **Allotment of Mentees:** HoDs shall assign the same duties to the person who is newly recruited. In case of any delay they shall distribute the Mentees among the other Mentors.

4. HoDs shall emphasis the mentors that the Mentor reports should not be given to the Mentees even to fill the personal details. It should be done right in front of the Mentor and all the reports should be kept in the respective Departments.

5. In case of the requirement of the new Mentor Reports an indent has to be placed well in advance at least 45 days before the commencement of the next semester.

6. HoDs shall inform the mentors to sign in the requests and favours of their respective Mentees. This in turn, will strengthen their Interpersonal relationship with their mentees.

7. **Monthly Report of all the Mentors:** All the Mentors shall submit their Mentor report books to their respective HoDs during their 2nd Department Meeting.

Guidelines to the Mentors:

1. Mentors shall sign in the leave applications of their Mentees. HoDs are requested not to entertain any favour or request, if the students come without the signature of the mentors.

2. All the mentors shall meet at least one mentee a day and spend at least 20 to 25 minutes.

3. Mentors shall meet the students during their library, Games & Sports and seminar hours or any compatible time.

4. Mentors shall collect the personal information of their respective students and shall never give the Mentor Reports to the students.

5. If they find any irregularities in the behavioural patterns, they can do a case study and discuss the same with the College Counsellor Mrs. U.Vijaya Lakshmi (WB:212).

6. Mentors shall maintain group mail ids and Whats App groups to accelerate the communication with the parents & Mentees.

7. Mentors shall be sensitive to the Mentees scholastic problems or any other problems related to their curriculum.

8. If the Mentor identifies the long absence of the student, he/ she shall inform the same to the respective parents. He/ She can convene a meeting with the parents can question the reason for the student's absenteeism and also can record the same in the report.

9. In case, the mentor observes any other deviations or bad habits inside or outside the campus, the same shall be brought to the notice of the respective HoD and the Counsellor.

10. A brief report about the student, who tends to bad habits can be given confidentially, if the Mentor feels threatened. The Mentor can approach Vice Principal-Academics or Mrs. U. Vijaya Lakshmi, for the benefit of the students.

11. Mentors shall generate semester wise progress graph of their mentees and attach them to the Mentor's Report.

As per NAAC committee guidelines, *"The mentor's role is essentially to accelerate the rate at which a person learns. Mentors have to possess a real interest in others and specifically in their development and learning."*

Mentor and Mentee rapport is going to decide the effectiveness of Teaching & Learning process in the Higher Education Institutions especially in the Outcome Based Education System.

NBA & NAAC Accreditation Parameters	
•Engineering knowledge	•Problem analysis
•Design & Development of Solutions	•Investigation of Complex Problem
•Modern tool usage	•Engineer and society
•Environment& sustainability	•Ethics
•Individual & team work	•Communication
•Lifelong learning	•Project management & finance

"Approaches to Characterizing Academic Quality" -
Padmasri. Prof. M. ANANDAKRISHNAN Former Chairman, IIT-Kanpur

KEY ASPECTS	University	Autonomous College	Affiliated/ Constituent College
CRITERIA	Weightage	Weightage	Weightage
Student Mentoring & Support	40	40	50
Student Progression	40	40	30
Student Participation & Activities	20	20	20
	100	100	100

Key Aspects Of Accreditation Process In Institutions Of Higher Education By Dr. A. Sridharan Former Deputy Director, IISc

Vijaya Lakshmi
Incharge