



A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka
(A unit of Laxmi Memorial Education Trust (R))

NH-66, Kottara Chowki, Mangaluru - 575 006. Ph : +91 824 2455048, 2862202 Mob.: +91 9483026503. Fax : +91 824 2862205
email : ajenggcollege@gmail.com | website : www.ajiet.edu.in

Date : 10/12/2016

MENTORING POLICY / STUDENTS COUNSELLING POLICY

Policy Statement

One of the important constituents of the guidelines for Higher Education Institution by UGC is to mandatorily set a 'Student Counselling System' at the Institute for guiding the students with effective monitoring of the complaints and challenges faced by students. AJ institute of Engineering and Technology has effective Student Counselling System for establishing a platform for students to share the challenges they come across with the Mentors /counsellors or higher authorities at various stages.

Scope of the policy

The institute student counselling system involves faculty members as mentors, guides, and sometimes to support students as guardians. This policy support and guide students appropriately with all the support and awareness.

Objective

- The main objective of student counselling system is to support and guide students rightly with all the awareness and take right step towards building their carrier professionally and personal front.
- To monitor the academic and personal progress of the students.
- To identify the slow learners, good learners and provide an atmosphere to upgrade.
- Students are mentored continuously for the progress in the academic performance, professional guidance, carrier advancement, over all development and thereby contribute towards nation as a responsible citizen with all the ethics and values.

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Details of Mentoring System

The smooth functioning of the mentoring system, the Head of institute will assign a mentor through Student welfare officer (SWO) and the Head of departments for each student to support guide and advise their needs.

A faculty member, who will be termed as 'Mentor', has to continuously monitor the performance of the allotted counselling students who will be termed as 'Mentees' and counsel them for overall improvement considering their emotional and intellectual needs wherever required.

The guidelines of the mentoring system at AJIET will be instructed to the mentors and students at the beginning of each academic year. Each faculty member will be mentor for 15-20 students.

The main functioning of the mentoring system at AJ Institute of Engineering and Technology is to monitor the students with reference to academic growth, course specific, laboratory specific performance, career advancements, professional growth, and overall development.

Guidelines for Faculty

- Each faculty member will be allotted as a mentor for 15-20 students mentees for an academic year to strengthen the performance of each mentee in all activities including extracurricular activities.
- Each mentor will be given their respective student academic record book to measure the continuous progress of a student must make sure that required data/information in the student academic record is filled periodically.
- Mentor need to council their student periodically at least twice in a month and record the same in student academic record.
- Mentor need to discuss with their counselling students closely and to identify all the extracurricular talents, issues exhibited by the student.
- If any issues are raised by a student, then it must be brought to the notice of concerned authority to address the same.
- A faculty mentor must make a summary of student's course specific performance after each class and identify the slow learners.
- A faculty mentor can counsel the slow learners to identify reasons for low in performance and give an appropriate guideline for further improvement.



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- A faculty mentor has to communicate with parents regarding the performance in academic & non-academic activities of their ward.
- At the end of each Academic year, a faculty member has to handover the updated student's academic record book to concerned authority.
- In case if a student is irregular for academic activities or shows poor performance in academics continuously then a faculty member must communicate with his /her parents immediately.
- Staff and parent meetings will be called to take the corrective measures of their ward/mentee.

Guidelines for Students

- Once the student is admitted to the institute, he/she will be assigned with a mentor for any kind of assistance during their academic activities.
- Students must meet and communicate with their mentor periodically to share their concern and needs for their overall development by providing appropriate information.
- Students can follow the guideline /suggestion given by their mentor to strengthen their performance.
- At any point of time, a student can meet their mentor to get proper guidance for their needs.
- Students must attend all the value-added courses, career guidance and training, counselling sessions and try to maintain good score in all the continual evaluation follow the guidance of their mentors.

Implementing mentoring system and analysis

Mentoring/counselling system will help the students to improve their self-reflection, self-confidence, and overall professional development.

- A mentor must counsel the student periodically to improve their performance. Along with this, the department will schedule for council meeting after each Internal Assessment.
- A mentor must identify the slow learners in respective class along with other concerns/drawbacks/issues of students.



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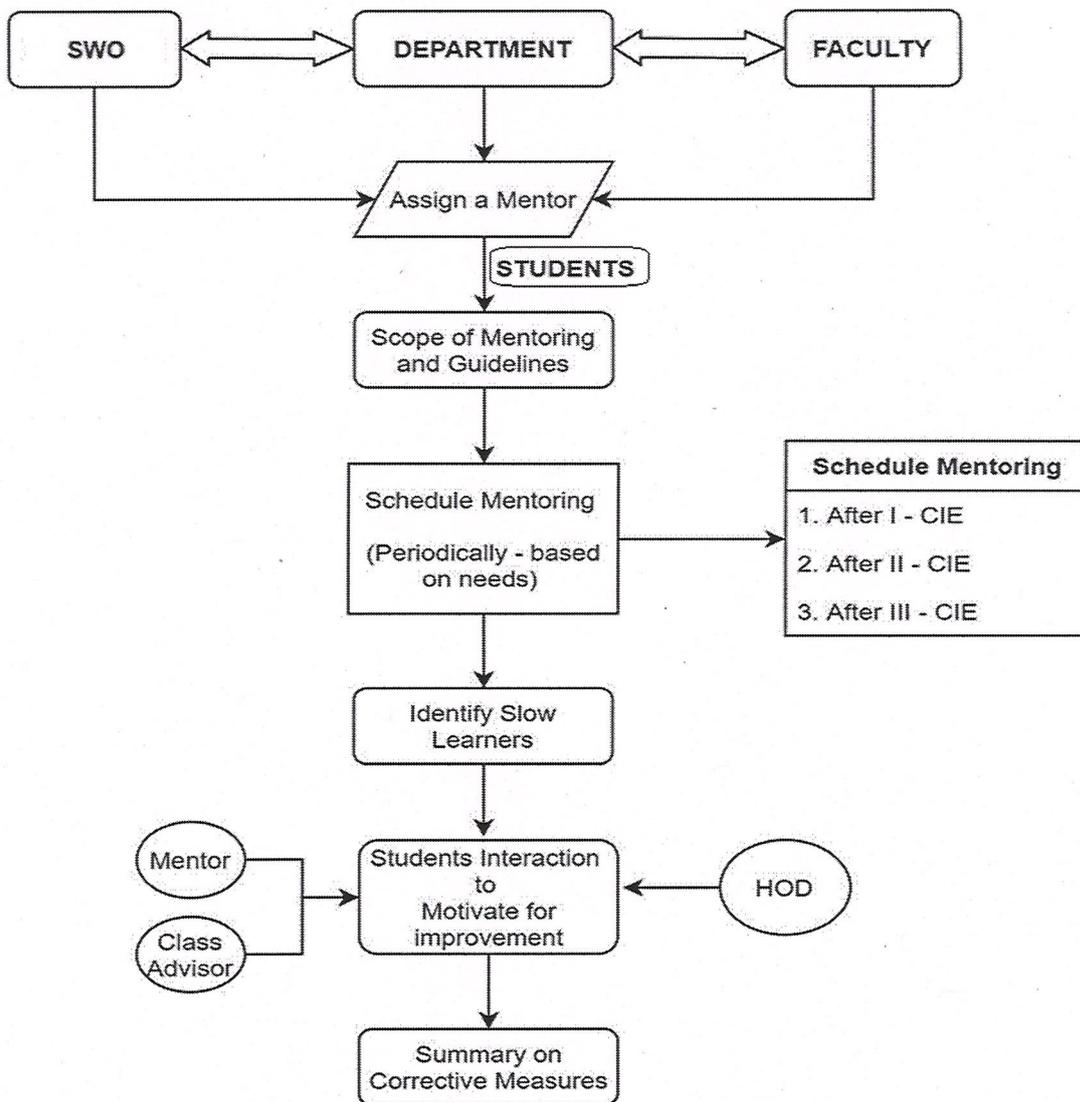
- The department committee comprising of HOD, class advisor and mentor will schedule a meeting to interact with the slow learners, identify cause for their performance, and try to resolve the issues.
- The committee prepares the summary on corrective measures followed for the same and will be presented in the SWO meeting.
- If there is any special case / issue where higher authority intervention is required, then the problem is escalated to the concerned authorities.

Details of committee framed for the effective monitoring of Student Welfare system at AJIET is as follows:

SI. NO	DETAILS	DESIGNATION
1	Principal	CHAIRMAN
2	Senior professor	COORDINATOR
3	Faculty members from all departments	MEMBERS
4	Students from all branches	MEMBERS



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Student Mentoring and Monitoring Process

The management of A J Institute of Engineering & Technology reserves the right to amend the policy issued as and when it is required.

for A.J. Institute of Engineering & Technology

For LAXMI MEMORIAL EDUCATION TRUST (R.)
A.J. INSTITUTE OF ENGINEERING OF TECHNOLOGY

President

President

Date: 10/12/2016

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