



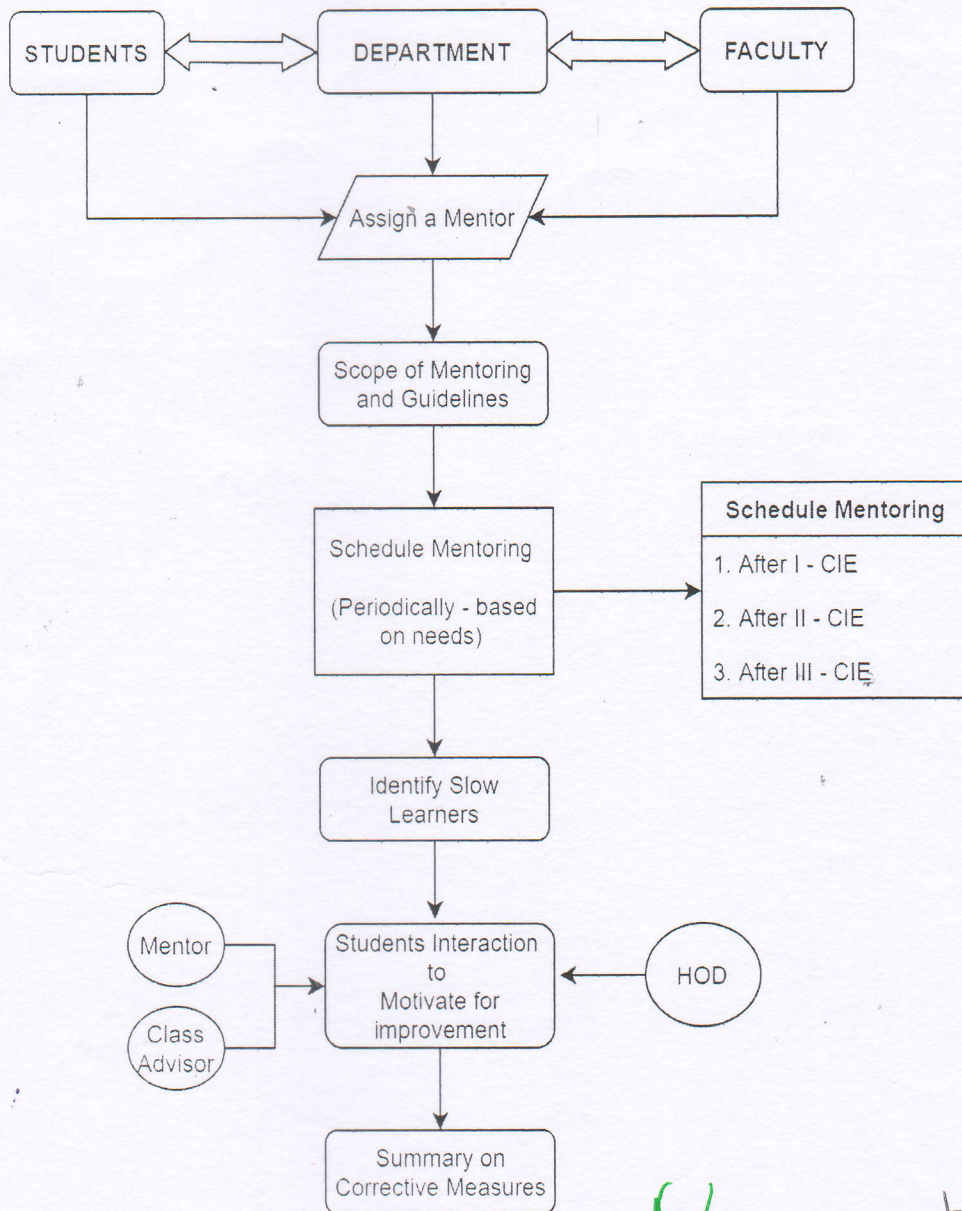
AJ INSTITUTE OF ENGINEERING & TECHNOLOGY

A Unit of Laxmi Memorial Education Trust

(Approved by AICTE, New Delhi, Affiliated to Visvesvaraya Technological University, Belgaui)

Student Mentoring and Monitoring process at AJIET

A member has to counsel the student periodically to improve their performance. Along with this, the department will schedule for council meeting after each CIE. A mentor has to identify the slow learners in respective class along with other concerns of students. 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.

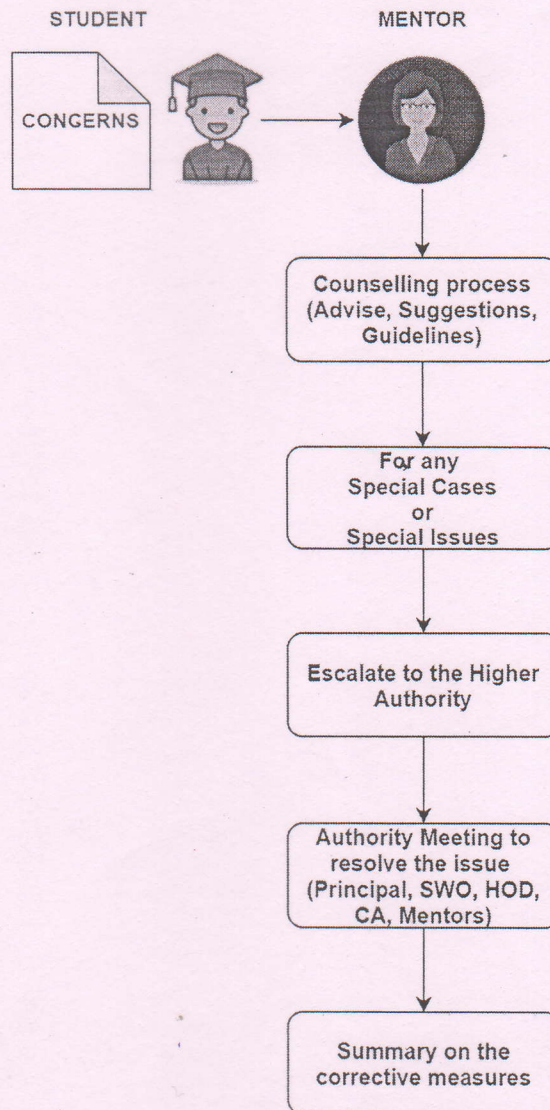


Principal
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Principal
PRINCIPAL
A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Problem Escalation Process

If any special case and issues need to be resolved by higher-level authority, the department has to escalate the case/ issues to the student welfare officer. The SWO will schedule a meeting composed of Principal, SWO, and HOD, Class advisor / Mentor to resolve the issues. The department has to prepare the summary of corrective measures and prepare the case study on the same.





Date: 01-08-2017

Guidelines for student mentoring system at AJIET

Guidelines for Faculty Members (Mentors)

1. Each faculty member will be allotted as a mentor for 15-20 students for an academic year to strengthen the performance of each mentee in all activities.
2. Faculty members will be given their respective student academic record book to measure the continuous progress of a student.
3. A faculty member has to make sure that required data/information in the student academic record is filled correctly.
4. A faculty member has to mentor/counsel their student periodically at least twice in a month within the following scopes and record the same in student academic record.
5. If any issues are raised by a student, then it has to be brought to the notice of concerned authority to address the same.
6. A faculty mentor has to make a summary of a student's course specific performance after each class and identify the slow learners.
7. A faculty member can counsel the slow learners to identify reasons for low in performance and give an appropriate guideline for further improvement.
8. A faculty member has to communicate with parents regarding the performance in academic & non-academic activities of their ward.
9. At the end of each Academic year, a faculty member has to handover the updated students' academic record book to concerned authority.
10. In case if a student is irregular for academic activities or shows poor performance in academics continuously then a faculty member has to communicate with his /her parents immediately.
11. Staff and parent meetings will be called to take the corrective measures of their ward.


Principal

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Date: 01-08-2017

Guidelines for student mentoring system at AJIET

Guidelines for Students

1. 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.
2. Students have to meet and communicate with their mentor periodically to share their concern and needs for their overall development by providing appropriate information.
3. Students can follow the guideline /suggestion given by their mentor to strengthen their performance.
4. At any point of time, a student can meet their mentor to get proper guidance for their needs.


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SAMPLE TEMPLATE

Date:

Minutes of meeting with slow learners

Agenda:

- 1.
- 2.
- 3.
- 4.

Members present:

Sl.No	Members	Signature

Class advisor

HOD

CC to:

1. Principal
2. SWO

Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006



SAMPLE TEMPLATE

Date:

Summary Report on Corrective Measures

Class Advisor

HOD

CC to:

1. Principal
2. SWO

Principal

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