



# ERODE SENGUNTHAR ENGINEERING COLLEGE

(An Autonomous Institution)

Approved by AICTE, New Delhi, Permanently Affiliated to Anna University- Chennai,  
Accredited by National Board of Accreditation (NBA), New Delhi &  
National Assessment and Accreditation Council (NAAC), Bangalore with 'A' Grade

**PERUNDURAI -638 057, TAMILNADU, INDIA.**



## Student Mentoring System





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### STUDENT MENTORING SYSTEM

The role of the faculty as a mentor is one of nurturing and providing support for a student during the transition period in academic, professional as well as personal augmentation. In all departments of the Institute, Mentoring is a continuous process where faculty mentors serve as a resource who will respond to many questions, trivial or complex, that the student might pose; support students in choosing course work that meets their needs and interests; encourage students to actively participate in seminars and laboratory work that are realistic in scope; and counsel the students on any other academic, professional, personal growth, etc., for necessary advice/guidance/help. Each faculty will be mentor of a group of 15 to 20 students. Department faculties will be mentors for the students till their graduation completion.

This is a continuous process till the end of academic career of student. The aim of student mentor-ship is,

- To enhance teacher –student relationship.
- To enhance student's academic performance and attendance.
- To minimize student's dropout ratio.
- To monitor the student's regularity and discipline.
- To enable the parents to know about the performance of regularity of wards

### OBJECTIVES

The objectives of the Mentoring system are,

- To provide the platform to the students for sharing their problems related to academic and non-academic matters.
- To monitor the academic and personal progress of the students.
- To provide career guidance and assistance to the students to grab the opportunity for their development and growth.



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- To identify the slow learners, fast learners and the weak students and provide an environment to grow and prosper.
- To provide an opportunity for overall development to all the students.

### RESPONSIBILITIES OF A MENTOR:

The responsibilities of a Mentor are listed below,

- Keeps the records of student's profile in the prescribed format named as green books.
- Maintains the records of absenteeism, problems/issues.
- Explains to students the academic rules and regulation.
- Acquires the results of each student for Internal Exams and SEE of each semester.
- Attendance of each student for all courses is monitor through CMS on monthly basis
- Examines the results of the students and counsel for poor results within a week after the results is published.
- Communicates with parents of students to discuss student's performance, any attendance issues and future plan at least twice in a semester.
- Gives specific guidance to students in selecting elective courses for registration.
- Gives guidance and information to plan for industry internship.
- Ensures to provide study material for advanced courses or advance study
- Gives guidance to students for selecting project topic, project guide, counsel them on back papers and debarred courses.
- Reports unresolved cases of students to HOD and if HOD requires further attention to resolve the issue, the unresolved cases can be brought to the attention of higher authorities.
- Keep connect with student even after their graduation.



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### TYPES OF MENTORING ACTIVITIES DONE TOWARDS STUDENTS:

The Following Types of mentoring done are,

1. Academic Growth
2. Professional Guidance
3. Career Advancement
4. Course Work Specific
5. Laboratory Specific
6. Employability and all-round development
7. Student mental health retention

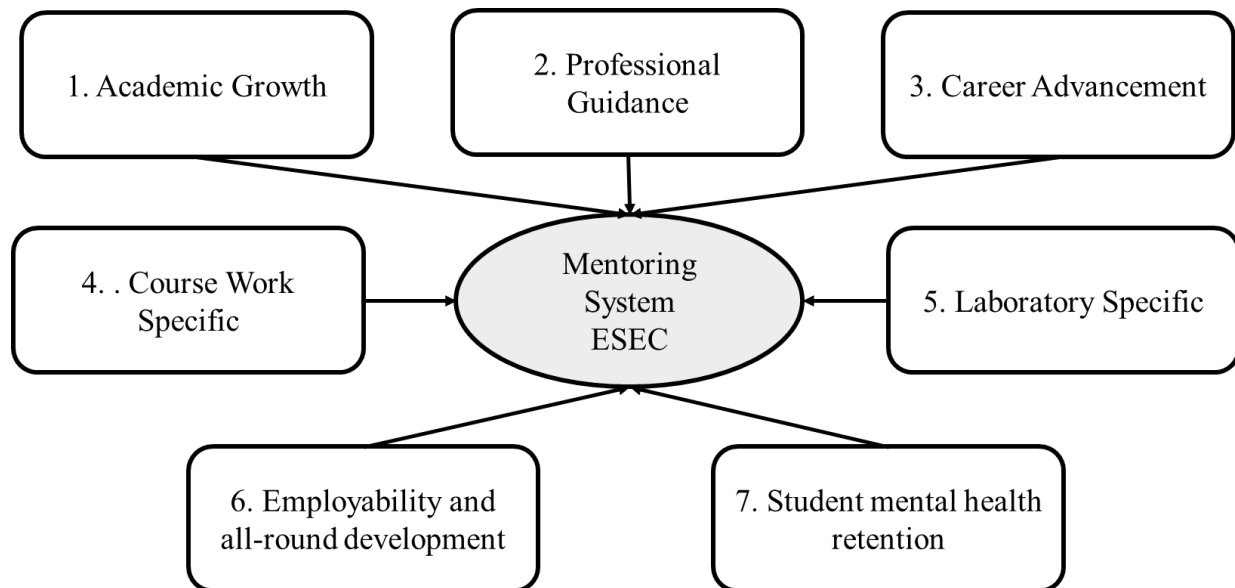


Figure: Mentoring System of ESEC



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### 1. ACADEMIC GROWTH:

- First, mentors educate their mentees in a particular course, serving as masters to the developing learners by analyzing their performance in continuous internal assessment tests (CIA).
- Based on academic record, students with good performance are encouraged to achieve next higher level of performance and slow learners are motivated and guided to improve the performance.
- The mentors counsel the students for their low attendance, low performance in examination (with the emphasis on the reason(s) of low attendance and performance).
- Information of academic planners, academic schedules and e-learning resources are shared to enhance their knowledge.
- Students are given training for taking up competitive exam GATE, IES, UPSC, etc.
- Faculty members encourage students to do tech talk and video concepts on the projects, RBL and PBL based projects they do.

### 2. PROFESSIONAL GUIDANCE:

- The students are encouraged and guided to register themselves in the professional bodies like IEEE, CSI, ISTE and IETE etc. to create awareness and enhance the knowledge about the various activities including research in their area of specialization.
- Mentors support their learning and enhance their laboratory and research skills through technical workshops/symposiums.
- Industry based training is offered to students to improve their chances of employability.
- Students are encouraged to develop their oral and written communication skills by writing research papers /articles and presenting in national and international conferences.
- The projects are designed based on real time scenarios to apprise students about the working culture of industry and industry expectations.



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### 3. CAREER ADVANCEMENT:

- Students are supported to take up online certification courses offered by MOOC/NPTEL/SWAYAM to strengthen the qualification for their academic progression. This also helps them to achieve higher career paths in the applied areas of their specializations.
- Career guidance and counselling is provided by senior faculty members of Career Development Centre (CDC).
- Value added training programs are arranged to enhance their placement opportunities as well as to support their research in industry.
- Students are also encouraged to take up international professional certification for example in CISCO, Microsoft, Java, etc. This helps the students to improve their profiles for future.
- CDC was established to bridge the gap between the campus and the corporate world in terms of employability skills and also to enhance the life skills of the students.
- The CDC started with eight trainers and has grown to a team of 25 trainers over the years.

### 4. COURSE WORK SPECIFIC:

- The mentor and the faculty teaching the courses interact with the students, guide them about the process of course registration, attendance criteria, passing criteria for the course, debarred criteria and the process of earning minimum credits.
- The students can acquire the uploaded course material for each session from ERP uploaded by the faculty.
- The faculty has two open hours per week to help the students on the course being taught to help students solving problems, clarification of concepts and acquiring necessary related materials to understand the subject better.
- Faculty members encourage students to give seminar on the course topics to improve their technical communication and presentation.



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- Faculty members while giving the evaluated answer sheets to students for checking, discuss about the general weakness and improvements to be done in the course. Later on weak students are individually called upon to discuss about the ways to improve their performance by identifying areas of weakness.

### 5. LABORATORY SPECIFIC:

- The students are regularly counselled to attend laboratory classes and carry out experiments successfully to score high in continuous evaluation.
- At the end of the experiments the students take signature of the laboratory in-charge on record sheets.
- The students are advised to complete the remaining experiments, if any, after taking the schedule from laboratory in-charge.
- Faculty members give the assignment or lab problem to students for lab based solutions and shall assess the course outcomes based on performance of students
- Faculty member's counsel the students who were absent in the previous class and instruct them to complete missed out experiments in extra time.
- Faculty members give project as assignment for lab courses.
- Project will be given to each individual student or maximum of four students for a project.

### 6. EMPLOYABILITY AND ALL-ROUND DEVELOPMENT:

- Mentors provide psychological support to the students in recognizing the rigors of education there by building self-esteem and confidence.
- The students are encouraged to participate in literary, cultural, yoga/meditation workshops and sports activities. This helps students to widen their leadership qualities, decision making abilities, team spirit. This shapes the student into a complete personality. Student personality development activity Courses are planned for Lifelong Learning for student development.





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- The courses offered are focused on every aspect of student personality.
- The trainers with rich industry experience, conduct sessions on professional communication, quantitative aptitude & reasoning, soft skills, resume writing, personal interview and group discussion.
- All students are given a conceptual grounding in core skills and application orientation through real - time projects to ensure their skills are consistent with market needs.
- Various activities the support and sustain environment like, plantation on Vana Mahotsav Day, workshops on 3Rs (Reduce, Recycle, Reuse), campaigns on road safety, etc. are organized.

## 7. STUDENT MENTAL HEALTH RETENTION

Maintaining a positive mental health will help the students in facing any hard situation. Mentors must always motivate their mentee achievement and also participation. The mental health is related to one's own self and the environment they live in. Mentors should clearly insist the mentee to be focused and help them in taking decisions. The practice of being a supporter inside the college, will let them decide for themselves in hard decision.

## BENEFITS OF THE MENTORING PROCESS

For Mentee:

- Improves self-confidence
- Offers professional development
- Provides advice and information
- Encourages reflection on practice
- Provides personal support

For Mentor:

- Refreshes own view of the profession
- Encourages self-reflection





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- Develops professional relationships
- Enhances peer recognition

### TO DO LIST FOR FACULTY MENTOR AND STUDENT MENTOR

- Identify strengths and weaknesses in all fields of the student mentees by using SWOT analysis.
- Identify hobbies and fields of their interests.
- Guide and motivate to improve their results.
- Knowing their academic and psychological needs and guiding them accordingly
- Conducting regular counselling sessions for building discipline.
- Encouragement and Orientation provided in developing enthusiasm to participate in multi-skilled activities such as curricular, co-curricular and extra-curricular
- Collect feedback to strengthen the feedback system and achieve desired results on different aspects.
- Taking feedback at the end on this Student Mentor system.