

## Institute Mentoring Policy

### Purpose of Mentoring System


The mentoring system at the Institute aims to provide professional guidance to students for career advancement, academic growth, and overall development. The system ensures that each student receives personalized attention to improve both their academic and non-academic performance.

### Guidelines for Faculty Mentors

- **Mentor Allocation:** Each faculty member is assigned up to a maximum of 20 students.
- **Student Performance Report:** A specified performance report is maintained for each student to track progress.
- **Frequency of Meetings:** Mentors should conduct meetings twice a month, which can be scheduled during practical classes, lunch breaks, or designated periods in the timetable.
- **Communication:** Mentors must be available through social media, contact numbers, and email for continuous student communication.
- **Role of Mentors:** Faculty mentors' responsibilities evolve as the students progress through their program. Specifically:
  - **1st-year students:** Focus on introducing the institution's vision and mission. Ensure students maintain at least 85% attendance in classes. Tests should be manageable, and any issues related to academic or personal matters should be addressed. Students should be encouraged but never demotivated.
  - **Senior students:** Mentors for higher-year students need to provide guidance on career paths, internships, and job placements while continuing to support academic progress.

### Additional Guidelines:

- **Performance Monitoring:** Mentors are responsible for keeping track of academic performance and offering assistance when needed.
- **Student Development:** Ensure students are aware of their professional growth and support them in identifying and achieving their goals.



Dr. Vinod M. Kapse  
Director