



BHARATI VIDYAPEETH'S COLLEGE OF ENGINEERING, NEW DELHI

Mentor Mentee Program

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 Institution, 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.

The student's personal details along with their academic performance and progress is updated in progress report (Mentorship form) maintained by the mentor. Counselling is provided on the following parameters: Professional/Academic/Course work specific-The faculty mentors discuss issues related to academics and grades with the assigned students once in the semester leading to improved academic achievement in both theory and lab subjects.

Teachers parent meetings are held once in the semester:

- (i) to know the academic progress and attendance of their ward,
- (ii) to get professional guidance related to setting professional goals for their ward.

Effective mentoring system is followed in the departments to create healthy relationship between faculty members and students.

Each faculty member (Mentor) is assigned to handle 30 students, each mentee is counselled once in the semester. Documentary evidence: **BV/FR/AA/003 Mentor mentee program Form.**

At the end of the semester, mentors create an analysis of the mentor–mentee program to observe and evaluate the program's effectiveness. Documentary evidence: **BV/FR/AA/034 Mentor Mentee Program Analysis .**

The Mentoring and Counselling Committee conducts a feedback session through online mode to assess mentee satisfaction and perform an impact analysis.



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Role of a Mentor

- Keeps the records of student's profile in the prescribed format
- Maintains the records of absentees, problems/issues
- Explains to students the academic rules and regulation.
- Collects or downloads the attendance of each student for all courses on monthly basis.
- Examines the results of the students and counsel for poor results within a week after the midterm exam results is published.
- Communicates with parents of students to discuss students' performance, any attendance issues, and future plan, at least once 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 study
- Gives guidance to students for selecting project topic, project guide.
- Guided them for improvement in back papers.
- Reports Unresolved cases of students to HOD/ and if HOD require further attention to resolve the issue, the unresolved cases can be brought to the attention of Dean, higher authorities/student counsellor.



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Types of mentoring activities done towards students

Academic Growth

- First, mentors educate their mentees in a particular course, serving as masters to the developing learners by analysing their performance in continuous internal evaluation.
- 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 their performance. (BV/FR/AA/12, Remedial class record)
- The mentors are mentoring the students for their low attendance, low performance in examination (with the emphasis on the reasons for such). (Doc no. BV/FR/AA/001 Attendance register)
- Information of academic planners, academic schedules and e-learning resources are shared to enhance their knowledge. (google website created for each subject)
- Students are encouraged for taking up competitive exam GATE, CAT, GRE, GMAT, etc. (doc no BV/FR/CC/011, Registration Form for CAT/ GRE Program)
- Faculty members encourage students to do minor/major projects and **Problem-Based Learning (PBL)** project. (Mini project, Content Beyond Syllabus and Case study) BV/FR/CC/009a &b, Evaluation Sheet for the Major/ minor Project)

Professional Guidance

- The students are encouraged and guided to register themselves in the professional bodies like IEEE, CSI, ISTE, etc. to create awareness and enhance the knowledge about the various activities including research in their area of specialization. (BV/FR/CC/016, Student Chapter/Cell/Society Annual Report)
- Mentors support the student's learning and enhance their practical and research skills through technical workshops/symposiums. (BV/FR/CC/004, list of seminars, workshop & guest lecture webinar attended by student, BV/FR/CC/006, Feedback Form for Seminar/ Guest Lecture, BV/FR/CC/007, Attendance Sheet for seminar & guest lecture)



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- Industry based training is offered to students to improve their chances of employability (summer/ winter training & industrial training, BV/FR/III/007, Format for Summer Training)
- Students are encouraged to develop their oral and written communication skills by writing research papers /articles and presenting in national and international conferences (list of publication of students).
- The projects are designed based on real time scenarios to apprise students about the working culture of industry and industry expectations. (List of project designed by student)

Career Advancement

- Students are supported to take up online certification courses offered by 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. (list of students)
- Career guidance and counselling is provided by senior faculty members, HODs and placement head.
- Value added training programs are arranged by the department to enhance their placement opportunities as well as to support their research in industry(BV/FR/FD/003, Training Calendar for the Academic Year). Students are also encouraged to take up international professional certification for example in CISCO, Microsoft, Java, Google, etc. This helps the students to improve their profiles for future.

Laboratory Specific

- Counsel irregular students in laboratory classes to attend regularly and complete backlog experiments during specified extra hours. (attendance record & continuous assessment sheet)

Overall Development

- Encourage and support students towards all round development through participation in literary, cultural and sports activities which helps to develop leadership qualities, decision



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making abilities, team spirit, socio-psychological awareness, and shapes the student into an intellectually integrated person. (NSS, annual sports meet, cultural events, etc)

Personal development

- Empower and enable inner adjustments by individual students to counter and cope with physical, emotional, mental, social, and environmental challenges through student-counsellor interaction, meditation workshops and many other specialized workshops and activities.
- Engage in family/peer counselling by Counsellor/Mentor/HOD to strengthen student's interpersonal relationships thereby improving their grades.

List of Training activities

- Student orientation
- Mock online aptitude practice test (AMCAT)
- Technical training through labs.
- Career counselling and guidance to all the students. (based on three categories , Higher studies, Entrepreneurship & Campus placement) (Data of higher studies, incubation cell, placement record)
- Mock Group Discussion practice. (.BV/FR/CC/014, Evaluation Sheet for GD)
- Personality development activities.(BV/FR/CC/012, Participation of Students outside College for Co & extra-Curricular activities)
- Verbal and written communication trainings. (case study and mock practice in communication skill classes)
- Company specific trainings.(BV/FR/III/003, List of Companies with their Terms & Conditions)
- Mock face to face interviews.
- Industry visits.
- Internship opportunities.(BV/FR/III/008, Companies Database where Students undergo Training)



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- Participation in Hackathon and other coding challenge contests. (List of events and student participated, .(BV/FR/CC/012, Participation of Students outside College for Co & extra-Curricular activities)

Counselling System

- The Institute is equipped with professionally qualified counsellor who is easily approachable to the students and helps them deal with their daily life challenges and develop an insight for making right choices and decisions in their lives.
- Students are constantly encouraged to seek help from their Mentor to arrange for a personal counselling in case they suffer different kinds of problems related to their studies, family, health, etc.
- Service of a professional counsellor is available in the campus to support such students. Also, a Physician is available in the campus 4:00 PM to 7:00PM.



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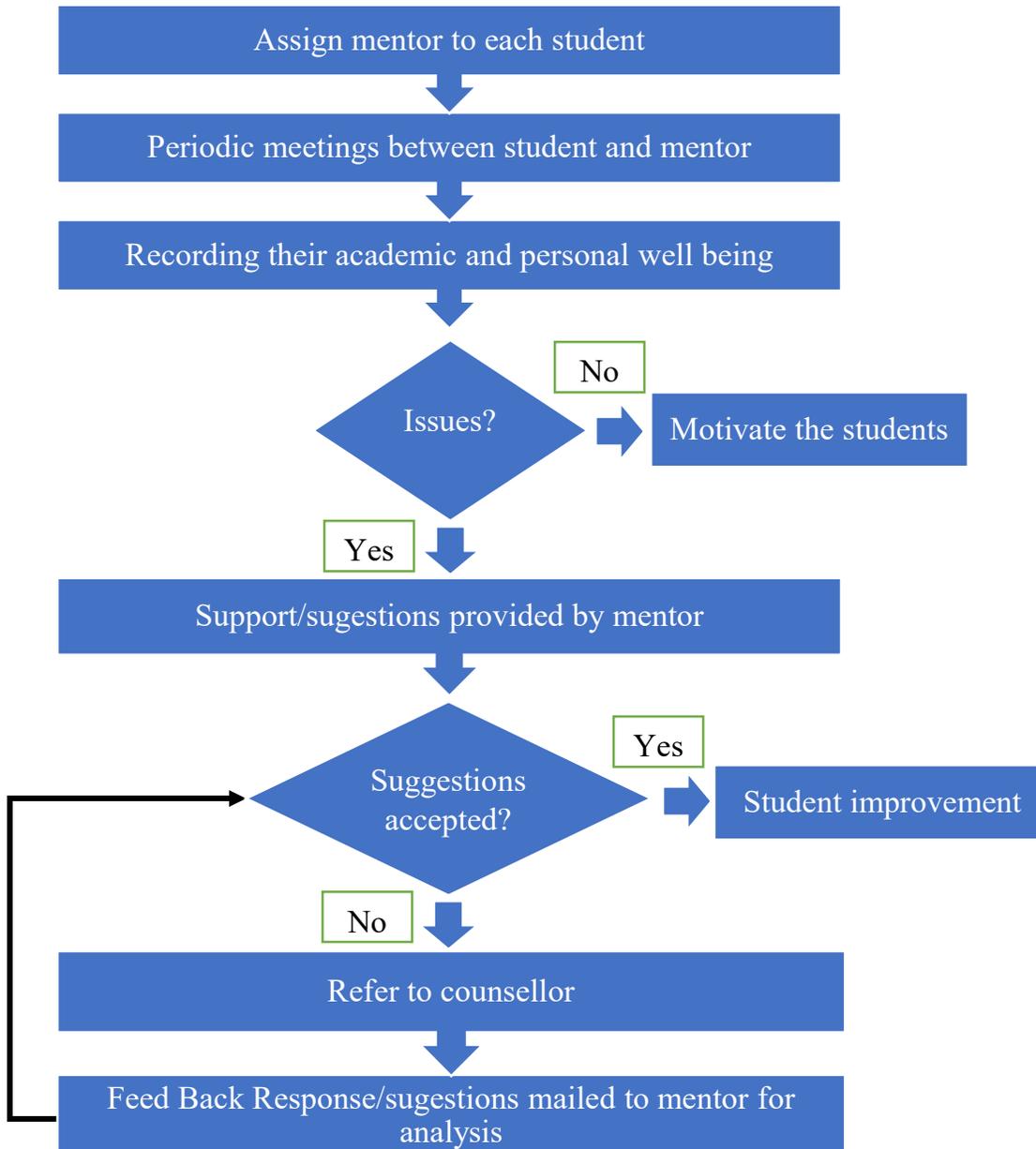
Table 9.1: Summary of Mentoring System

Parameter	Description
Types of mentoring activities	Academic growth / Professional guidance / career advancement / laboratory specific / All – round development / Student personality development
Number of students per mentor	30
Frequency of meeting	One per semester (every 3 rd week of October in odd sem and every 3 rd week of March in even sem.)
Counsellor available for specific number of students	One



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The student mentoring process flow:



According to the analysis action taken for improvement.