



Walchand College of Engineering, Sangli

Mentoring System Policy

Introduction:

The Mentoring System is an essential component of student support and welfare in the institution. It is designed to provide students with continuous guidance, motivation, and counseling throughout their academic journey. Through this system, faculty mentors act as facilitators, helping students overcome academic and personal challenges, while also guiding them toward professional excellence and overall development.

Purpose:

The purpose of the mentoring system is to provide continuous guidance, support, and motivation to students throughout their academic journey.

Scope:

- **Academic Mentoring:** Guidance related to course selection, study habits, performance improvement, and examination preparedness.
- **Career Mentoring:** Support in identifying career goals, exploring higher education opportunities, preparing for placements, and fostering entrepreneurial skills.
- **Personal Mentoring:** Providing a safe and confidential space for discussing personal issues, stress management, and confidence building.
- **Institutional Support:** Assistance in accessing scholarships, counseling services, grievance redressal mechanisms, and other academic facilities.
- **Monitoring and Evaluation:** Regular mentor–mentee meetings, maintenance of mentoring records, performance review, and communication with parents or guardians when necessary.

Objectives:

- To discuss, counsel and solve academic and personal problems of students
- To encourage students participation in co-curricular and extra-curricular activities alongside academics
- To create awareness about various scholarship opportunities for student

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- To guide students regarding placements and higher studies
- To foster intellectual, social, and professional growth of students

The Practice/Process:

- For UG Each faculty member is the mentor of a group of 15 students allocated to him/ her by Head of Department
- For Diploma Each faculty member is the mentor of a group of 15 to 30 students allocated to him/ her by Head of Department as per students strength
- Teacher student meetings are conducted during the semesters
- Teacher perceives student's academic/ Personal / career related problems if any
- Students are encouraged to discuss academic challenges or personal difficulties with their assigned mentor
- Mentor teacher helps students to solve their academic/ personal / career related problems
- Mentor teacher conveys academic facility related problems of students to HoD and problem gets rectified
- Mentor teacher guides / helps students for curricular and extra-curricular activities
- A documented record of the mentoring process is maintained by the mentor teacher
- Feedback regarding mentoring obtained at the end of year to take corrective measures

Responsibilities of Teacher Mentor

- To keep contact details of students
- To meet group of mentee students at least twice in the semester
- To keep record of all mentor-mentee meetings
- To guide students regarding academics, curricular and co-curricular activities
- To help student in solving his/her academic challenges or personal difficulties

Responsibilities of the Mentee student

- Maintain regular communication with the assigned mentor.
- Share genuine academic or personal concerns openly.
- Attend mentoring meetings as scheduled.
- Take responsibility for personal and academic growth.
- Follow the mentor's advice and guidance for improvement.

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Frequency of Mentoring Meetings and record keeping

- Mentor-mentee meetings should be conducted at least twice in the semester or whenever required
- Mentor should keep record of minutes of mentor mentee meetings
- Mentor should keep record Summary of meetings and discussions and action taken report

Feedback about mentoring

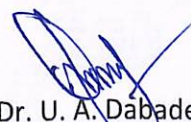
- Feedback on the mentoring system is collected at the end of academic year to assess its effectiveness in achieving the intended objectives such as academic support, personal guidance, and overall student development. It helps identify strengths, gaps, and areas of improvement in the mentoring process.

Outcome of the Mentoring System

- Improvement in students confidence, communication skills
- Strengthened relationship between faculty and students
- Increase in participation of student in co-curricular activities
- Overall improvement in student satisfaction



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