



INSTITUTE OF AERONAUTICAL ENGINEERING
(Autonomous)
Dundigal - 500 043, Hyderabad, Telangana

ANNEXURE-32

MENTORING POLICY



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MENTORING POLICY

The experience of the institute life is commonly identified as move away from family and home. For many students, it may be the first instance to stay away from family restrictions and living independent life. It is a transitional period in terms of economic status wherein, students are financially dependent on the family, but they learn to manage their expenses by staying away from home. It was found that students with mentors were more socially integrated into their academic programs rather than students without mentors. These factors contribute tremendous changes in the behavioral aspects of the students. During this period, they are introduced wide range of core, professional and open elective courses under the programs offered to them. This adds to the stress and anxiety factors amongst the students.

OBJECTIVES:

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

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 Mentors:
 - Refreshes own view of the profession
 - Encourages self-reflection
 - Develops professional relationships
 - Enhances peer recognition

PROCEDURE OF MENTORING

STEP-1: ORIENTATION OF THE MENTORS

- ❖ Prior to the commencement of the academic semester, the faculty members are oriented and sensitized regarding their importance and objectives of the mentoring process. They need to be realized that mentoring of the students in the institute is part of their professional duty.
- ❖ During the orientation session, the faculty needs to be oriented with the do's and don'ts of the mentoring process. The HOD/Senior faculty members of the institute / department may coordinate

and act as resource person for this orientation session.

STEP-2: ALLOCATION OF STUDENTS TO THE MENTORS

- ❖ The concerned head of the department will assign a group of 15 students to an individual faculty member.
- ❖ Preferably, the same faculty member should remain as the mentor for the same group during the academic year.

STEP-3: FILLING THE GREEN BOOK

- ❖ After the group of students allocated to a mentor. The mentor organizes a mentoring session with students in the second week after the commencement of class work. All the students will be informed about the mentoring session through circular or e-mail (day/date/time/venue/ etc.). The mentor start filling the individual student details mentioned in the green books. Each mentor should guide a group of 15 students. During the mentoring session, the mentor will make the student comfortable and try to develop a rapport with them, so that the students can easily approach the mentor in future.
- ❖ After primary briefing and details filling, the mentor will interact with each individual student and will write the necessary information in the space provided. While, filling the details, the academic progress, behavioral aspects, attendance related issues and participation in all- round development activities should be taken into consideration. Based on all such details, the mentor will identify the academic category of the students, i.e. slow learner, fast / advanced learner or weak students in studies. Depending upon the academic category of the students, he/she should be guided to grow and develop. Especially, for the fast / advanced learners, the necessary environment, encouragement should be provided to excel.

STEP-4: NEXT ROUND OF MENTORING

- ❖ The next round of mentoring should be arranged after the completion of first continuous internal examinations. The main purpose of this mentoring session is to monitor the academic performance of the students, to review the attendance, to review the marks they gained in the internal examinations, to review the overall development etc. The mentor will also observe the improvements in the students after the first round of mentoring.
- ❖ Thus in a semester, minimum three mentoring sessions should be arranged. However, for the special cases, where continuous monitoring and follow-ups are required, series of mentoring sessions can be arranged.
- ❖ The mentor will maintain a separate document either in hardcopy / softcopy for all the students assigned to him/her. They will keep all the update details of the students under him/her, provide them monitoring time to time and report the outcome to respective head of the department.

STEP-V: ANALYSIS

- ❖ After filling all the details mentioned in the green book, it should be submitted to department head of the department (HOD). The HOD will take necessary actions, wherever required and may inform the same too concerned Principal / Management.
- ❖ For all the cases where improvement is not seen / difficult to mentor, should be immediately reported to the concerned authority.
- ❖ The above policy is of general nature and it can be modified according to needs and requirements of concerned authority.



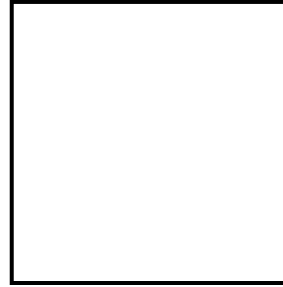
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SAMPLE GREENBOOK

STUDENT DETAILS



Name of the Student :
(As per SSC)

H.T. No :

Date of Birth & Age :

Gender (Male / Female) : Blood Group :

Name of the Father : Name of the Mother :

Occupation of Parent : SSC / CBSE (Marks / CGPA) :

Inter / Diploma (%) : EAMCET / ECET Rank :

Parent Phone No : Parent Email-id :

Student Phone No : Student Email-id :

Category of Admission :
(NRI / Convener / Fee Reimbursement)

Local Guardian (if any) : Hostler / Day - Scholar :

Identification Marks : 1. _____
2. _____

Correspondence Address:

Communication Address	Permanent Address

Co-Curricular and Extracurricular Activities:

Discussion held with the Parent / Guardian:

**ATTENDANCE, CONTINUOUS INTERNAL ASSESSMENT AND SEMESTER END
EXAMINATION MARKS PARTICULARS - B.Tech I to VIII Semesters**

Attendance									%
Continuous Internal Assessment (CIA) (30)									Total Marks
Continuous Internal Examination (CIE) - I (10)									
Continuous Internal Examination (CIE) - II (10)									
Quiz - I and Quiz - II (5)									
Alternative Assessment Tool (AAT) (5)									
Semester End Examination (SEE) (70)									Total Marks
Regular									
Supplementary									
Total Marks Obtained									
Total Marks =									
/ 700								Total Percentage (%) =	

Counseling Report:

Counseling Date	Problems faced by the Student		Suggestion / Guidance offered
	Academic	Personal	
Student Signature :		Mentor Signature :	

Professional Qualification Examinations:

Exam	Subject	Year Appeared	Score / Rank			Valid Up to
GATE						
GRE			Quantitative	Verbal	Analytical	
TOEFL						
CAT / GMAT						
*If any other examinations please specify						

Any other certified courses taken:

(Mainframes / CCNA / NET / Oracle / IBM DB2 etc).

- a)
- b)
- c)

Academic Details:

University	Degree	Subject / Specialization	% of Marks	Class	Year of Passing
	X / Equilevent				
	XII / Diploma				
	B.Tech				
	M.Tech				
	Ph.D				
*If any other degree, please specify with details.					

Professional Experience (Teaching / Research / Industrial) if any:

Name of Organization	Position Hold	Type of Work	Period

Place: Hyderabad

Date:

Signature of the Student

For office use only:	
HOD	PRINCIPAL