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(AUTONOMOUS)
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Phone: 0424-2244201/02/03

18. STUDENT MENTORING SYSTEM

VCET has a good student mentoring system where each student is allotted to a faculty mentor. A faculty mentor will be assigned with approximately 20 students.

The mentor system focuses on

- Building cordial relationship between mentor and students.
- Creation of a better environment in college, where students can approach mentors for both educational and personal guidance.
- Creating awareness and support to students for career planning by motivating the students towards campus placement, higher studies, and entrepreneurship.
- Advising and supporting for improvement in academic performance.

Ongoing process

- The HOD and Class advisors will distribute approximately 20 students to one mentor at second year level. The assigned mentor is responsible to help the students till he/ she completes his / her four years of study.
- Regular meetings usually happen once in a fortnight between the mentor and the mentee.
- A student record is maintained for each student for recording academic, personal and other necessary information. In that, the mentors will record the issues discussed with them.
- Based on the information collected during interactions and observation of the faculty, faculty will analyze the students' performance and involvement in academics including their attendance, theory courses, practical courses, communication skills, placement training programs, competitions, certification courses, FOSSE spoken tutorial attended, industry training programs, Industrial visit, internships, and also assess the students' interest and involvement on other activities like NSS, Sports etc.
- Faculty mentors observe and maintain the students medical and psychological issues if any.
- Students are allowed to approach the mentor for Academic, Non-academic, Social, Psychological issues.
- To resolve the issues identified, the mentors can involve the HoD, Principal and Parents if required.
- Faculty mentors provide personalized professional career advice for the all round development of the student.

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The main focus areas of the mentor and functions are described as follows.

S. No	Mentoring Focus	Function
1	Professional Guidance	• **Skill enhancement for better employability:** Support their learning and enhance their laboratory and research skills through attending technical workshops, hands on training programmes and students' symposiums. Industry based training is offered to selected students so as to enhance their chances of employability. • **Encourage the research ideas**: Encourage students to develop and discuss their ideas in the form of poster and oral presentations in different symposiums. • **Academic projects:** Mentors will support the students to choose projects to give real time experience.
2	Academic Guidance	• **Information sharing:** Share information of academic calendars, academic schedules and e-learning resources. • **Academic Counseling:** Identify students with less attendance and ensure that they improve their attendance by getting counseled in the presence of HOD. • **Support to the poor performers:** Focus on academically weak students, by providing them with additional reading materials, model questions along with solutions and special remedial classes.
3	Career Advancement	• **Professional bodies' registration:** To create awareness and to enhance the knowledge about the various activities and state of art research, the students are encouraged and guided to take up registration in the professional bodies i.e., IEEE, ISTE

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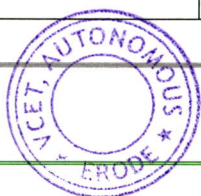(Accredited by NAAC with 'A' Grade and NBA)
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		etc.
		• **MOOCs:** Motivate and support the students to take up online certification courses to strengthen and build up their qualifications for their Academic progression and to achieve higher career paths.
		• **Value added training programmes:** Students are guided to undergo various training programmes to enhance their placement opportunities and also to get updated with latest technologies
		• **Training & Placement Cell guidance:** Provide career guidance and other training apart from arranging campus recruitment drives by the Training & Placement Cell. Support the students to prepare their resume for job and other opportunities.
4	Laboratory Specific	• **Student Counselling:** Counsel irregular students to attend laboratory classes regularly and complete backlog experiments during specified extra hours.
5	360^0 Development	• Encourage and support students towards all round development through participation in literary, cultural and sports activities, professional society activities, inter institutional activities which helps the students to develop leadership qualities, decision making abilities, team spirit, socio psychological awareness, and shapes the student into an intellectually integrated person.
6	Personal Development	• Empower and enable inner adjustments by individual students to counter and cope up with physical, emotional, mental, social and environmental challenges through student-counsellor interaction / through meditation workshops / through other specialized workshops/ activities.

HR Policy Book

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		• Engage in family / peer counselling by Mentor/ HOD to strengthen students' interpersonal relationships thereby improving their grades.
7	Entrepreneurs / Start up	• To take up entrepreneurial journey and become a job provider instead of job seeker. • Oriented them on the importance of not only employability skills but also on entrepreneurial skills.
8	Industry Interaction	• To bridge the gap between industry and institute, students are Interaction counselled regularly to take up internships in industries.
9	Co-Curricular Activities	• Advice to participate in one or more events organized by student's affair cell to inculcate leadership skills and inter personal skills.
10	Placements	• Apprise students the status of their respective domain Industries and Oriented about the eligibility criteria's and required skills.
11	Course End Project	• Students are instructed to take up Course End projects seriously, as they are the one, which help them in cracking technical rounds of product companies.

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                    ┌─────────────────────────┐
                    │ Students' Nominal Rolls │
                    └─────────────────────────┘
                                 │
   ┌──────────────────────┐      │      ┌──────────────────────────┐
   │ Head of the Institution│────┼────◄─│ Head of the Department   │
   └──────────────────────┘      │      └──────────────────────────┘
                                 ▼
┌────────────────────────┐   ┌─────────────────────────┐   ┌───────────────────────────────┐
│ Professional Guidance  │   │   Mentor Allotment Orders│   │ Interactions usually before   │
│ Academic Guidance      │   │     (<= 20 per Mentor)   │   │ and after every Continuous    │
│ Career Advancement     │╌╌╌└─────────────────────────┘╌╌╌│ Assessment Test and End       │
│ Laboratory Specific    │                                 │ Semester Examination          │
│ Co-curricular & Extra- │                                 └───────────────────────────────┘
│ curricular development │
│ Personal development   │
└────────────────────────┘
                              ┌─────────────────────────┐
                              │     Mentor and Mentee   │
                              │       Interactions      │
                              └─────────────────────────┘
                                           │
                                           ▼
                              ┌─────────────────────────┐
                           ┌─►│    Mentors Report on    │◄─┐
                           │  │  Students' Performance  │  │
                           │  └─────────────────────────┘  │
                           │              │                │
                           │              ▼                │
              ┌──────────────────────────┐                 │
              │  Head of the Department/ │                 │
              │    Parents (if required) │                 │
              └──────────────────────────┘                 │
                           │                                │
                           ▼                                │
              ┌──────────────────────────┐                 │
              │    Student Interactions  │─────────────────┘
              └──────────────────────────┘
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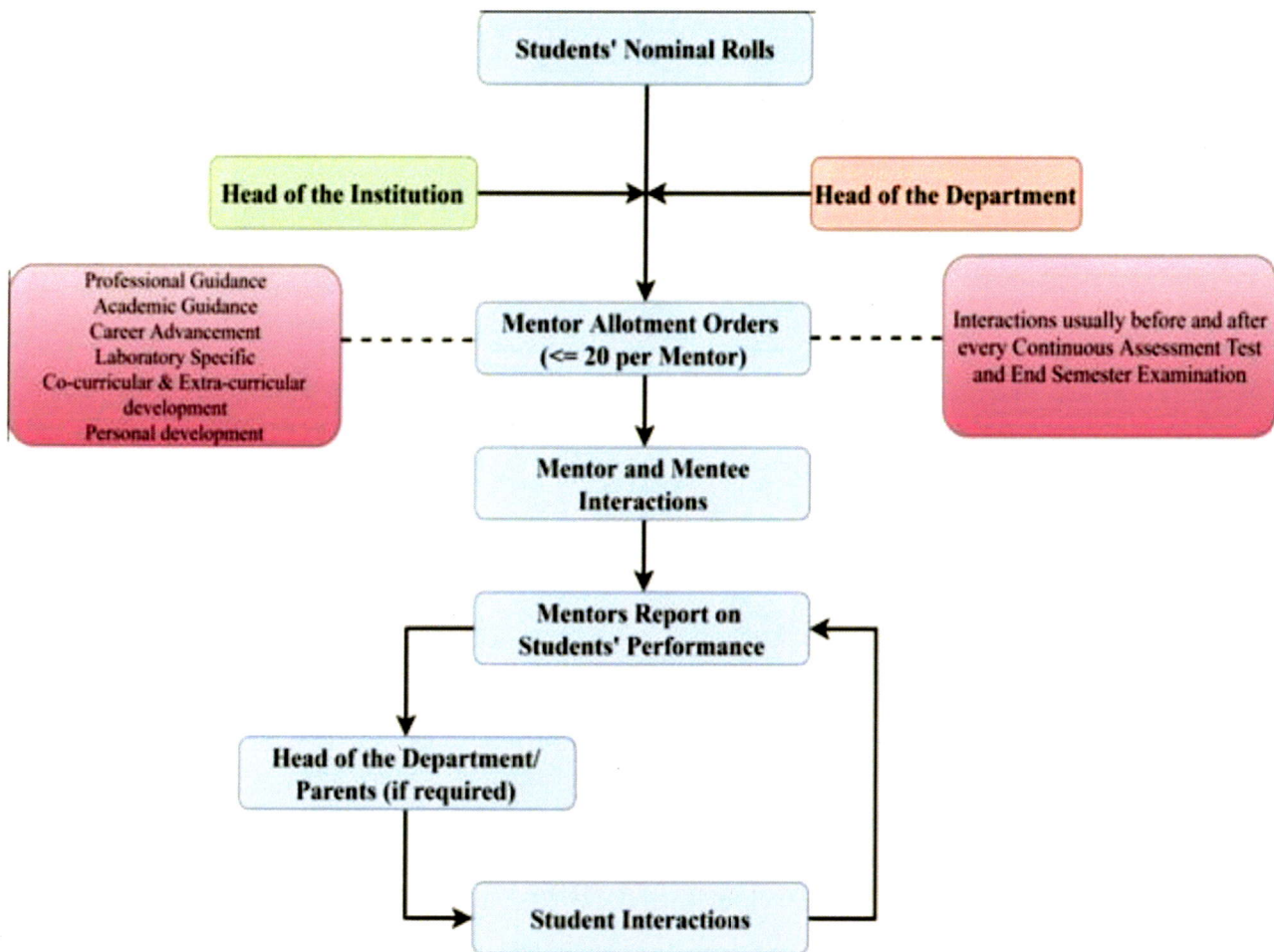# VELALAR COLLEGE OF ENGINEERING AND TECHNOLOGY
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Mentoring Form:

Name of the Mentor

Year-1	Year -2	Year -3	Year - 4

SNO	DATE	ISSUES DISCUSSED	SUGGESTIONS	REMARKS

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19. PLACEMENT POLICY

Role

- Assisting students to develop/clarify their academic and career interests, and their short and long-term goals through individual counseling and group sessions
- Maintaining and regularly updating the database of students.
- Maintaining database of companies and establishing strategic links for campus recruitments.
- Gathering information about job fairs and all relevant recruitment advertisements.
- Coordinating with companies to learn about their requirements and recruitment procedures
- Identifying the needs and expectations of the companies to assist them in recruiting most suitable candidates.
- Organizing pre-placement training/workshops/seminars for students.
- Assisting students for industrial training at the end of the fourth and sixth semester.
- Providing resources and activities to facilitate the career planning process.
- Acting as a link between students, alumni, and the employment community.
- Assisting students in obtaining placement in reputed companies.

Career Guidance

- Highlighting articles on departmental notice boards regarding Competitive & Industrial Career Opportunities.
- Inform students about the available job opportunities in government sectors and off campus drives.
- Arranging Motivational Talks.
- Conducting Psychometric Test.
- Conducting Expectation Management Workshops.
- Conducting Personality Development Programs
- Conducting Skill Imbibing Programs

Training & Development

Keeping in view the industry requirements, the training curriculum is designed for preparing the students for entry-level Graduate Engineer Trainees.

- Personality Development

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