

Department of Electrical and Electronics Engineering

Process of Mentoring

AY 2023-24

A maximum of 15-20 students are allotted to each Mentor. The Mentor shall record and maintain the details of each student in Academic Information Management System (AIMS).

Mentoring frequency The Mentor will schedule about three to four interactive sessions with students.

1st Mentoring Session will comprise the following points (Before IA test-1):

- Mentors will collect the List of Advanced, Average and Slow Learners from the class
- Teachers. Discuss about the students Interests, Hobbies and their inclination towards curricular, co-curricular and extracurricular activities.
- Discussion of previous semester's Academic performance.
- Discussion on importance of internal tests and attendance.
- Enquire about the preparations for the 1st Internal Assessments.

2nd Mentoring Meet (Before IA test-2):

- Discuss about the 1st IA performance with respect to courses. If the student performance is unsatisfactory, then reasons for their low scoring are discussed and accordingly suggestions are given.
- Students are encouraged to participate in co-curricular and extracurricular activities for various events.

3rd Mentoring Meet (Before IA test-3):

- Discuss about the 2nd IA performance with respect to courses. If the student performance is unsatisfactory, then reasons for their low scoring are discussed and accordingly suggestions are given.
- Students will be advised to attend the 3 IA compulsorily and to prepare action plan for the Semester End Exam preparation

4th Mentoring Meet (After IA test-3 Optional):

- Non-compliance of any points raised in the above mentoring sessions will be discussed.
- Students will be advised on the above points.

Note: The Internal Assessment performance and attendance status of each student will be communicated to the respective parents.



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Maximum No. of Students per Mentor	15 to 20
Frequency of Mentoring	3 to 4 per Semester
Prerequisite	Class Teachers prepares list of Advanced, Average and Slow Learners based on the previous Academic Performance
Mentoring-I	Discussion and comments on: 1. Previous Performance 2. Hobbies & Co-curricular Activities 3. Teaching and Learning Process
Mentoring-II	Discussion and comments on: 1. Review of previous counseling 2. IA-1 Performance 3. Teaching and Learning Process
Mentoring-III	Discussion and comments on: 1. Review of previous counseling 2. IA-2 Performance 3. Teaching and Learning Process
Mentoring-IV (Optional)	Discussion and comments on: 1. Advice on Non-compliances