

## Department of Electrical and Electronics Engineering

### Process of Mentoring

#### AY 2022-23

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.

1<sup>st</sup> 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 1<sup>st</sup> Internal Assessments.

2<sup>nd</sup> Mentoring Meet (Before IA test-2):

- Discuss about the 1<sup>st</sup> 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.

3<sup>rd</sup> Mentoring Meet (Before IA test-3):

- Discuss about the 2<sup>nd</sup> 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

4<sup>th</sup> 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