



**Marri Laxman Reddy Institute of Technology and
Management**

(UGC Autonomous)

Dundigal, Hyderabad – 500043

With effect from 12th December 2016

Mentoring Policy

Mentoring Policy

MENTORING SYSTEM TO HELP AT INDIVIDUAL LEVEL

The mentoring system at the institute plays a crucial role in facilitating students' academic, professional, and personal growth. Faculty mentors provide ongoing support and guidance to students throughout their educational journey, ensuring a smooth transition into higher education and assisting in their holistic development. Each faculty member mentors a group of 15 to 20 students until their graduation.

Objectives

- To offer students a platform for discussing non-academic concerns.
- To monitor and support students' academic and personal progress.
- To provide career guidance and help students seize developmental opportunities.
- To identify and assist slow, fast, and academically weak learners.
- To promote overall student development.

Responsibilities of a Mentor

- Maintain a mentoring book containing student profiles and records.
- Monitor attendance and identify issues affecting student performance.
- Explain academic rules and regulations.
- Record and review CIA-I, CIA-II, and SEE results for each student.
- Monitor attendance via Bees ERP.
- Counsel students with poor academic performance within a week of result publication.
- Communicate with parents at least twice a semester regarding academic and attendance-related concerns.
- Guide students in selecting elective courses and planning internships.
- Provide advanced learning resources and project-related support.
- Refer unresolved cases to the Head of the Department (HOD) or higher authorities.
- Stay connected with students even after graduation.

Types of Mentoring Activities

1. Academic Growth

- Analyse performance in internal assessments and counsel accordingly.
- Share academic planners, schedules, and e-learning resources.
- Guide slow learners and motivate advanced learners.

- Provide competitive exam training (GATE, IES, UPSC, etc.).
 - Encourage students to deliver tech talks and presentations.
2. **Professional Guidance**
- Motivate students to join professional bodies (IEEE, CSI, ISTE, IETE, etc.).
 - Enhance lab and research skills through workshops and symposiums.
 - Facilitate industry-based training and real-world project experience.
 - Encourage communication skill development and paper presentations.
- **Career Advancement**
 - Promote online certifications (MOOCs, NPTEL, SWAYAM).
 - Facilitate career guidance through the Career Development Cell (CDC).
 - Offer industry-recognized certifications (CISCO, Microsoft, Java, etc.).
 - Conduct training in soft skills, aptitude, and interview techniques.
 - Guide students in understanding course registration and academic requirements.
3. **Coursework-Specific Mentoring**
- Help with course selection, attendance, passing, and credit requirements.
 - Offer open hours for academic support and problem-solving.
 - Encourage seminars and presentations.
 - Provide feedback on evaluated answer sheets and address learning gaps.
4. **Laboratory Mentoring**
- Monitor attendance and performance in lab sessions.
 - Require student completion of record sheets and missed experiments.
 - Provide lab-based assignments and projects.
 - Counsel absentees and ensure completion of lab work.
5. **Employability and Holistic Development**
- Offer emotional and psychological support to build confidence.
 - Encourage participation in cultural, sports, and extracurricular events.
 - Conduct personality development workshops.
 - Provide training in professional communication, reasoning, and resume building.
 - Organize environmental and social awareness campaigns.

Benefits of the Mentoring Process

For Mentees:

- Enhances self-confidence and personal growth.
- Provides academic and career support.
- Encourages reflective learning.

For Mentors:

- Promotes self-reflection and professional growth.
- Builds strong professional relationships.
- Enhances peer recognition.

Mentoring Procedure

Step 1: Mentor Orientation Prior to each semester, faculty members attend an orientation session conducted by the HOD or senior faculty to understand the mentoring responsibilities.

Step 2: Student Allocation: Each faculty member is assigned a group of 15 to 20 students, preferably retained throughout the academic program.

Step 3: Mentoring Book Maintenance: Mentors conduct sessions in the second week of the semester, fill out student profiles, and assess academic progress, behaviour, and extracurricular involvement. Students are categorized as slow, average, or advanced learners, and guidance is tailored accordingly.

Step 4: Regular Mentoring Sessions: Minimum three mentoring sessions are held per semester. These reviews focus on academic progress, attendance, exam results, and overall development. Special cases requiring continuous monitoring may have additional sessions.

Step 5: Data Analysis and Reporting: Mentors submit filled mentoring books to the Dean of Student Affairs. The Dean reviews the data, takes necessary action, and informs the Principal/Management when needed. Cases needing higher intervention are escalated appropriately.

The above policy is of general nature and it can be modified according to needs and requirements of concerned authority.


PRINCIPAL
MARRI LAXMAN REDDY INSTITUTE OF
TECHNOLOGY AND MANAGEMENT
(AUTONOMOUS)
Dundigal (V), Dundigal-Gandimaisamma (M).

MENTOR BOOK



MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY & MANAGEMENT

(AN AUTONOMOUS INSTITUTION)

(Approved by AICTE-New Delhi & Affiliated to JNTU, Hyderabad)

Accredited NAAC with 'A' Grade & Recognised Under Section 2(f) & 12(B) of the UGC act, 1956

Dundigal, Quthbullapur (M), Hyderabad - 500 043.



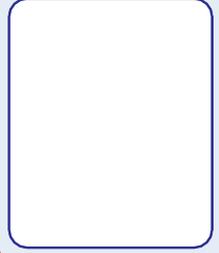
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Regd. No.

Date of Admission:

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Note: 1. Read the instructions given in the prospectus carefully before filling the form
2. Fill in block letters only & strike off whichever is not applicable
3. Incomplete applications or applications without the required documents will be summarily rejected.

ACADEMIC YEAR 20____20____

Course Opted: B.Tech (CE/CSC/CSD/CSE/CSM/ECE/EEE/IT/ME) / M.Tech (CSE/ES/CAD&CAM/STRUCTURAL ENGG.) / MBA

1. Name of the Applicant (In Block Letters as per SSC)																		
2. Father's Name/ Mother's Name																		
3. Date of Birth (DD/MM/YYYY) (as per SSC)						4. Blood Group		5. Sex	M	F								
6. Mother Tongue						7. Nationality & Religion												
8. EAPCET/ECET/ICET/ PGECET / GATE Rank						9. Admission through	Counseling	Cat-B	Spot									
10. Category (Tick the appropriate box)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

11. Address for Communication :

Address	Permanent		Present	
Door No./Plot No.				
Ward No. & Village/Town				
Mandal / Municipality				
District				
State & Pin Code				
Contact No.	Land Line No.		Father's	
	Mother's		Student's	
Email ID			Aadhaar No.	

12. Details of Qualifying Examinations

S. No.	Course	Name of the Institution/University	Subjects Taken	Year of Passing	% of Marks	Class Obtained	Medium
1.	SSC						
2.	Inter / Diploma						
3.	Degree						

13. Identification Marks :

1.	
2.	

14. Occupation & Annual Income of Parent/Guardian :

Occupation			
Organization & Address			Ph.No
Annual Income	As per Income Certificate issued by MEESEVA : Rs.		

15. Games / Sports / NSS / NCC / Extra Curricular Activities (Please mention honors and awards won)

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16. Whether resident of TG (If No, mention the State you belong to) LOCAL/NON-LOCAL

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DECLARATION

I hereby declare that the above information is true and correct to the best my knowledge.

Date: _____

Place: _____

Signature of the Student

UNDERTAKING BY THE STUDENT AND PARENT
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I, Mr. / Ms. _____ S/o./D/o. _____

admitted in _____ Branch of Batch 20-----, hereby given the following Undertaking:

- I shall abide by all the rules and regulations laid down by the Institution from time to time**
- I Promise that I will...
 - put forth of my best efforts in studies to face the challenges of life gracefully.
 - not rag, harass, abuse, torture, tease any student(s) on and off Campus.
 - maintain more than 75% attendance (failing which forfeit scholarship if any).
 - not indulge in committing suicide/anti social/criminal activities, either on & off Campus.
 - pay my college fee and other fee on time.
 - not use mobile phone in the college campus.
- Aadhaar Enabled Biometric System**
 - I shall record daily attendance using the Aadhaar-based biometric system as per Govt. and JNTUH norms, if not, may lead to academic detention.
 - I am aware that biometric attendance is linked to reimbursement of tuition fee as per the norms of state government and JNTUH.
- In case of any misconduct / indiscipline, my Teachers/HOD/Principal can initiate any disciplinary action.

Signature of the Student

Date:

Signature of the Parent / Guardian

Name:

COPIES OF CERTIFICATES ENCLOSED (4 SETS)

S.No.	Particulars	✓ ✗	S.No.	Particulars	✓ ✗
1	SSC		8	Migration Certificate / Equivalence Certificate	
2	Intermediate / Diploma		9	Income Certificate of Parent / Guardian	
3	Degree / Diploma or Equivalent Certificate with marks memo(s)		10	Bonafide Certificate and / local Non-Local Candidate Certificate	
4	EAPCET / ECET / ICET / GATE / PGECET Hall Ticket & Rank Card		11	Photographs : Three Stamp Size and Six Passport Size	
5	Transfer Certificate		12	Ten Self Addressed Envelopes with required Stamps	
6	Caste Certificate		13	Others if any	
7	Aadhar Card				

Ist Sem: B.Tech□/ M.Tech□/ MBA□

Particulars of Attendance, CIA and SEE Marks

Attendance	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4

CIA Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
CIE - I										
QUIZ - I										
CAT - I										
CIE - II										
QUIZ - II										
CAT - II										
TOTAL OF CIA - I & CIA - II										

SEE Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
Regular										
Supplementary										
Total Marks Obtained (CIA +SEE)							Percentage:			

Counseling Report :

Counseling date	Problems related to Academics/ Personal	Suggestion/ Guidance offered	Student Signature	Mentor Signature

IInd Sem: B.Tech□/ M.Tech□/ MBA□

Particulars of Attendance, CIA and SEE Marks

Attendance	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4

CIA Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
CIE - I										
QUIZ - I										
CAT - I										
CIE - II										
QUIZ - II										
CAT - II										
TOTAL OF CIA - I & CIA - II										

SEE Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
Regular										
Supplementary										
Total Marks Obtained (CIA +SEE)							Percentage:			

Counseling Report :

Counseling date	Problems related to Academics/ Personal	Suggestion/ Guidance offered	Student Signature	Mentor Signature

IIIrd Sem: B.Tech□ / M.Tech□ / MBA□

Particulars of Attendance, CIA and SEE Marks

Attendance	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4

CIA Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
CIE - I										
QUIZ - I										
CAT - I										
CIE - II										
QUIZ - II										
CAT - II										
TOTAL OF CIA - I & CIA - II										

SEE Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
Regular										
Supplementary										
Total Marks Obtained (CIA +SEE)							Percentage:			

Counseling Report :

Counseling date	Problems related to Academics/ Personal	Suggestion/ Guidance offered	Student Signature	Mentor Signature

IVth Sem: B.Tech□/ M.Tech□/ MBA□

Particulars of Attendance, CIA and SEE Marks

Attendance	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4

CIA Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
CIE - I										
QUIZ - I										
CAT - I										
CIE - II										
QUIZ - II										
CAT - II										
TOTAL OF CIA - I & CIA - II										

SEE Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
Regular										
Supplementary										
Total Marks Obtained (CIA +SEE)							Percentage:			

Counseling Report :

Counseling date	Problems related to Academics/ Personal	Suggestion/ Guidance offered	Student Signature	Mentor Signature

Vth Sem: B.Tech□/ M.Tech□/ MBA□

Particulars of Attendance, CIA and SEE Marks

Attendance	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4

CIA Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
CIE - I										
QUIZ - I										
CAT - I										
CIE - II										
QUIZ - II										
CAT - II										
TOTAL OF CIA - I & CIA - II										

SEE Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
Regular										
Supplementary										
Total Marks Obtained (CIA +SEE)							Percentage:			

Counseling Report :

Counseling date	Problems related to Academics/ Personal	Suggestion/ Guidance offered	Student Signature	Mentor Signature

VIth Sem: B.Tech□/ M.Tech□/ MBA□

Particulars of Attendance, CIA and SEE Marks

Attendance	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4

CIA Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
CIE - I										
QUIZ - I										
CAT - I										
CIE - II										
QUIZ - II										
CAT - II										
TOTAL OF CIA - I & CIA - II										

SEE Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
Regular										
Supplementary										
Total Marks Obtained (CIA +SEE)							Percentage:			

Counseling Report :

Counseling date	Problems related to Academics/ Personal	Suggestion/ Guidance offered	Student Signature	Mentor Signature

VIIth Sem: B.Tech□ / M.Tech□ / MBA□

Particulars of Attendance, CIA and SEE Marks

Attendance	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4

CIA Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
CIE - I										
QUIZ - I										
CAT - I										
CIE - II										
QUIZ - II										
CAT - II										
TOTAL OF CIA - I & CIA - II										

SEE Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
Regular										
Supplementary										
Total Marks Obtained (CIA +SEE)							Percentage:			

Counseling Report :

Counseling date	Problems related to Academics/ Personal	Suggestion/ Guidance offered	Student Signature	Mentor Signature

VIIIth Sem: B.Tech□ / M.Tech□ / MBA□

Particulars of Attendance, CIA and SEE Marks

Attendance	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4

CIA Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
CIE - I										
QUIZ - I										
CAT - I										
CIE - II										
QUIZ - II										
CAT - II										
TOTAL OF CIA - I & CIA - II										

SEE Marks (M)	S1	S2	S3	S4	S5	S6	L1	L2	L3	L4
Regular										
Supplementary										
Total Marks Obtained (CIA +SEE)							Percentage:			

Counseling Report :

Counseling date	Problems related to Academics/ Personal	Suggestion/ Guidance offered	Student Signature	Mentor Signature