



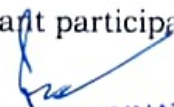
Mentor Mentee Committee

The Student mentoring system is introduced in the College. All the Teachers are involved in the process of mentoring. Every mentor is allotted with about 15 to 20 students to take care of them depending upon the programme and division. Every mentor prepares a list of all the students allotted to him / her with details of Name, Class, Division, Roll Number, Contact Number and E Mail Id. The mentor has a chalked-out responsibilities to take care of all the mentees such as to provide them career counselling, to provide them personal counselling, to support them for any kind of difficulty in their curriculum, to make provision of remedial coaching for them and to always support them as and when required.

The mentor also works for finding out hidden talent of the students in various aspects of academic, co - curricular, extra - curricular and extra mural activities so that they can be promoted to do various activities in the concerned area for their holistic development. The mentor also contacts and meets the parents of his / her mentees to discuss their progress and / or any other matter, as and when required.

Objectives

- To develop healthy relationship between students and teachers
- To ensure academic and professional performance of the students
- To inculcate the human values among the students
- To acclimatize the new students to the college campus
- To provide academic counselling
- To enlighten the students on professional ethics and conduct
- Providing emotional support to students on individual basis
- Helping students to overcome home sickness
- Establishing rapport between teachers, students & parents
- Monitoring attendance and behavioural aspects of every student
- Identifying weak areas and working out remedies helping students thereby taking their complete care.
- Active and constant participation of the parents is always encouraged and appreciated.


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Composition of the Committee


The committee will be formed for two years.

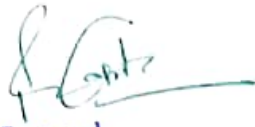
The Principal shall, by an order in writing, constitute a Committee. The Committee shall consist of the following members to be nominated by the Principal:

- Chairperson who shall be Principal Himself.
- Two members out of the faculty members who have legal knowledge or expertise in the subject.
- One members out of the staff/non-teaching employees who have knowledge or experience in the subject.
- Two student representatives, one from First Year, and one from Second Year Batch.

Responsibilities of a Mentor

1. Each student is to be allocated a faculty mentor at the time of admission.
2. A mentor will provide support to 15 to 20 mentees.
3. Mentors organize a class-wise meeting of mentees at the beginning of the semester.
4. The mentors should try to understand their mentees and help their mentees settle well in the new environment.
5. The mentor will act as a guide, coach, and role model for the trainee.
6. The mentor should interact periodically with the trainee to review the experience gained and set objectives for the next period.
7. The mentor will play a critical role in the mentees' Internship and Placements by helping them prepare for the professional competence programme.
8. All mentors should keep a confidential datasheet about their students which records a report of mentoring done by the teachers.
9. They promote the use of e-resources in the library.


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Responsibilities of a Mentee

1. Mentees should be regular and punctual during meetings with the mentor.
2. They must adhere to the Mentoring Programme procedures.
3. They must attend training as directed by the mentor.
4. It is mandatory for the students to fill out their mentoring workbooks during the mentoring sessions.
5. Mentees should not initiate any discussions related to infrastructure and facilities as it is not a medium for complaints.
6. Mentees should maintain a healthy relationship with the mentors.
7. Mentees should meet with their respective mentors at least once a month.
8. The Mentees can share their aims, aspirations, thoughts, concerns, and feelings related to academics and social activities of their free will.


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