MENTOR AND MENTEE POLICY

The institute has adopted mentor-mentee practices in the curriculum to resolve the various problems of students and to understand the real learning perspective of each student. Accordingly, Mentor and mentee groups have been created where each faculty has been allotted a particular number of students as mentees. Program coordinator has to guide the Class coordinator to assigned faculty as mentor for each group of students. The number of students allotted to each mentor in the institute varies from a minimum of 5 to a maximum of 25. The mentor would investigate the assigned student's academic progress/ deficiencies, discuss with other subject faculty and HOD about their behavior in the classroom and examine any unusual behavioral patterns and instances. The mentor is also responsible to identify the gap in the performance of the student assigned and suggest the most suitable solution. The Mentor- Mentee policy provides academic and behavioral assistance to all students. Under this system, the academic support facilitated to the students are:

1. A group of students is assigned a faculty member as a mentor for each semester starting from the first year. A file on the progress of each student is maintained, which is transferred from one mentor to the next as the student progresses from one semester to the next.
2. The faculty mentor will support his/her mentee by supervising the mentee's development continuously and the same is communicated to his/her parents.
3. Students are encouraged to approach the mentor or any faculty for any kind of guidance - personal, professional, and so on. In case of more serious issues, the students can approach the Student Counselling Cell or the Student Grievance Cell to mitigate their problems.
4. Faculty members associated with the Students Welfare Centre counsel students on diverse issues ranging from personal psychological to social and academic in case a need is perceived.
5. Student activities like Academic, Curricular, Co-curricular, Extra-Curricular achievements, social activities, participation in any competitive examination and the details of Parent-Teacher meetings are registered in the Student Mentoring System. The mentors meet the students periodically or schedule an online meeting and monitor their performance and their activities.
6. Mentor-Mentee meetings are held at the end of each month and as needed, during which Mentors deliver their reports and mentoring forms to the mentoring/counselling committee, consisting of HODs and the institution's head.

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7. The committee scrutinizes case by case and suggests corrective measures. If necessary, the committee holds discussions with the parents and Student Counselling Cell members.
8. A Student Grievance Record book is maintained at the department level to register the problems faced by the students and the appropriate actions taken by their mentors during their academic period in the institute.
9. This system also enables us to collect feedback to strengthen the feedback system and achieve desired results on different aspects.
10. The SWOT analysis of each mentee by the mentor has also been done on a semester basis.
11. SWOT Analysis gives the mentor a clear picture of his/her mentee and where he/she stands now, helps to find the unexplored talents, and identifies the areas of improvement.

Format Attached (Mentor-Mentee Form and SWOT)

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BABU BANARASI DAS
INSTITUTE OF TECHNOLOGY & MANAGEMENT
Affiliated to Dr A P J Abdul Kalam Technical University (AKTU College Code- 054)
Approved by All India Council for Technical Education (AICTE)
Website: www.bbditm.ac.in / e-mail: director@bbdnitm.ac.in
Phone Number: +91 – (522) – 6196222 / 6196223 / 6196305 (VPN No. 723)

MENTEE RECORD CARD

Department:

1. Name of Mentee: _____ 2. Semester _____

3. Date of Birth: _____ 3 (a). Place of Birth: _____

4. University Roll No.: _____

5. Postal Address

Permanent	**Present**
_____	_____
_____	_____
_____	_____
District _____ State _____	District _____ State _____
Pin Code _____ Phone: _____	Pin Code _____ Phone: _____
Mobile _____ Fax/e-mail: _____	Mobile _____ Fax/e-mail: _____

6. Local Guardian's Name & Address _____

_____

Phone: _____ Mobile: _____ Fax/e-mail: _____

7. Education:

Examination	Board/University	Year	Division	Remark
High School				
Inter / 10+2				
BA/B.Sc./B.Tech.				
Other (Specify)				

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Day Scholar

(7A) Residence Address _____

_____

Staying with Name **Relation** **Mobile No.**

(7B) Hostellers Block No.: _____ Room No.:_____

Room Mate _____ Flat Mate _____

Mobile No.:_____ Mobile No.: _____

8. Details of the family

S. No.	Name	Relationship	Age (years)	Qualification / Occupation
(a)		Father		
(b)		Mother		
(c)		Brother/Sister		
(d)		Brother/Sister		
(e)		Brother/Sister		

9. Hobbies and interest _____

_____

10. Special Achievements _____

_____

11. Area of interest where his/her talent can be utilized at BBDITM _____

_____

12. Additional Information _____

_____

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13. Life Ambition and Aspirations _____

_____

14. Details of Peer Group and Activities _____

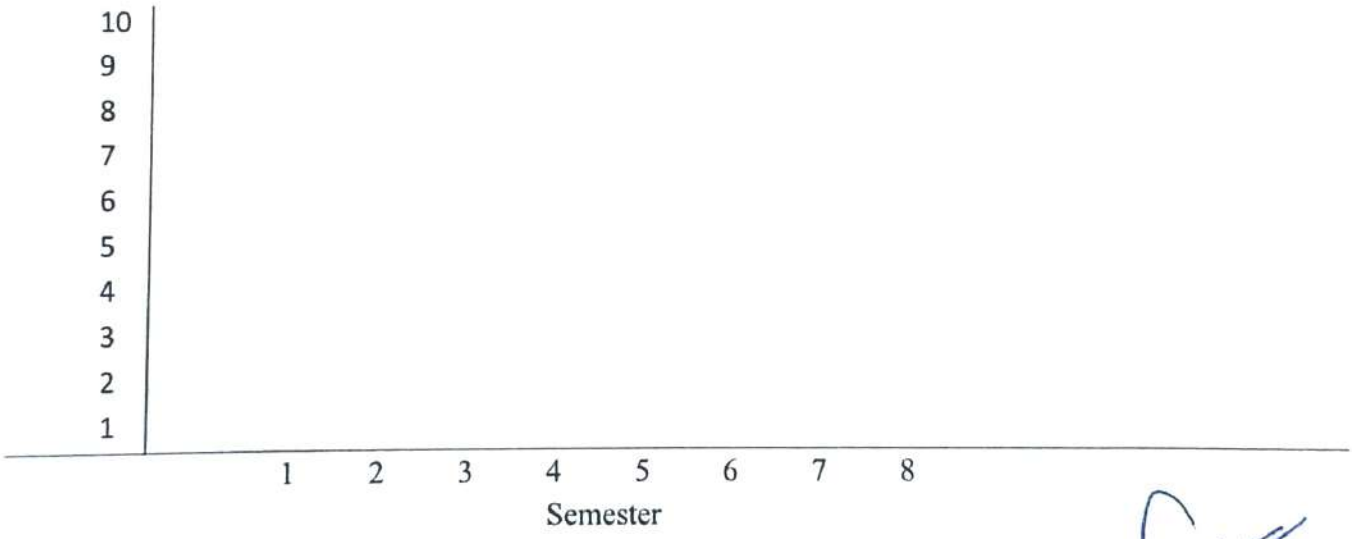
_____

Date: Signature of Mentee

15 (A). Semester wise result

Sem.	Internal Marks	External Marks	Sem.	Internal Marks	External Marks
I			V		
II			VI		
III			VII		
IV			VIII		

15 (B). Academic Progress



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15 (C). Improvement Chart/Progress Chart

Traits	**First Year**		**Second Year**		**Third Year**		**Final Year**	
	SEM I	**SEM II**	**SEM III**	**SEM IV**	**SEM V**	**SEM VI**	**SEM VII**	**SEM VIII**
Confidence (Rate between 1 to 10, where 1 is lowest and 10 is highest)								
Event Participation (Rate between 1 to 10, where 1 is lowest and 10 is highest)								
Communication (Rate between 1 to 10, where 1 is lowest and 10 is highest)								
Leadership (Rate between 1 to 10, where 1 is lowest and 10 is highest)								
Intrapersonal Skill (Rate between 1 to 10, where 1 is lowest and 10 is highest)								

15 (D). Mentor Allocation Summary

Sem.	**Mentor Name**	**Sem.**	**Mentor Name**
I		V	
II		VI	
III		VII	
IV		VIII	

15 (E). Internship Status:

1. Name of Organization:_____ Duration: _____
2. Name of Organization:_____ Duration: _____
3. Name of Organization:_____ Duration: _____

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15 (F). Entrepreneurship Session attended: if yes –

Session name/ Title: _____

Session name/ Title: _____

Session name/ Title: _____

16. Participation in Co-curricular and extracurricular activities

Semester	Activity (ies)	Achievement, if any

IN CASE OF EMERGENCY

Person to be contacted	Location	Tel. No.
(a) _____	_____ (Local)	_____
(b) _____	_____ (Outstation)	_____

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PERSONAL SWOT ANALYSIS WORKSHEET

Strength	
Weakness	
Opportunities	
Threats	
Any other Suggestion/Detail	

RECORD OF MENTOR/MENTEE MEETINGS

S. No.	Date	Initial of the mentee	Remarks of the Mentor	Initial of the Mentor

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Vision of the Institute	Mission of the Institute
"To become a leading institute of providing professionally competent and socially responsive technocrats with high moral values."	⇨ To create an eco-system for the dissemination of technical knowledge, to achieve academic excellence. ⇨ To develop technocrats with creative skills and leadership qualities, to solve local and global challenges. ⇨ To impart human values and ethics in students, to make them socially and Eco-friendly responsible.

S. No.	Date	Initial of the mentee	Remarks of the Mentor	Initial of the Mentor

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PROGRAM OUTCOMES:

PO1: Engineering knowledge - Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

PO2: Problem analysis: Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PO3: Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

PO4: Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5: Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modelling to complex engineering activities with an understanding of the limitations.

PO6: The engineer and society: Apply reasoning in formed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7: Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8: Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9: Individual and teamwork: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10: Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11: Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12: Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

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BABU BANARASI DAS
INSTITUTE OF TECHNOLOGY AND MANAGEMENT

(Formerly Known as Babu Banarasi Das National Institute of Technology and Management)
(Recognized by AICTE, Govt. of India & Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow)
AKTU College Code-054

FIND YOUR SPARK

VISION OF THE INSTITUTE

"To become a leading institute of providing professionally competent and socially responsive technocrats with high moral values."

MISSION OF THE INSTITUTE

- To create an eco-system for the dissemination of technical knowledge, to achieve academic excellence.
- To develop technocrats with creative skills and leadership qualities, to solve local and global challenges.
- To impart human values and ethics in students, to make them socially and eco-friendly responsible.