



KALASALINGAM

ACADEMY OF RESEARCH AND EDUCATION

(DEEMED TO BE UNIVERSITY)



Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A" Grade

Aland Nagar, Krishnankoil - 626126. Srivilliputtur (Via), Virudhunagar (Dt), Tamil Nadu | info@kalasalingam.ac.in | www.kalasalingam.ac.in

MENTOR-MENTEE POLICY 2019

(Revised from 2015 policy)

MENTOR-MENTEE POLICY

(MMP-2019)



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Date:27.06.2019

KARE/ MMP/ 012-2019

**RECOMMENDATIONS OF THE EXPERT COMMITTEE FOR THE
REVISION OF APPROVAL IN KARE FOR MENTOR POLICY 2019**

The following schemes have been added in the Mentor Policy, based on the recommendations of the committee.

- ❖ Implementation of Innovative Teaching & learning Methodologies.
- ❖ Facilitating Online Internships and Encouraging Participation in webinars and programs through IUCEE.
- ❖ Encouragement of identified mentees to participate in GATE coaching.

History of Mentor Policy

S.No.	Newly added Sub sections	Mentor Policy 2015	Mentor Policy 2019
1	Innovative teaching-learning process implemented	Not Available	Newly added (Page No.6)
2	Online virtual internship / IUCEE-Webinars	Not Available	Newly added (Page No.6)
3	Gate Coaching	Not Available	Newly added (Page No.6)

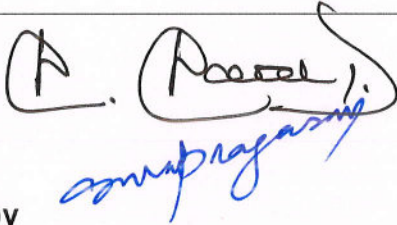



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Date: 27.06.2019

KARE/MMP/012-2019

**RECOMMENDATIONS OF THE EXPERT COMMITTEE FOR MENTOR-MENTEE
POLICY AT KARE FOR ACADEMIC YEAR 2019-2020**

The following schemes have been added to the Revised Mentor Mentee Policy-2019, based on the recommendations of the empowered committee.

 Prepared by	Name and Designation 1. Dr. D. Devaraj Senior Professor 2. Dr. C. Sivapragasam Senior Professor
 Reviewed by	Dr. K. Sundar Senior Professor
 Complied by	Dr. A. Muthukumar Associate Professor
 Approved by	Dr. R. Nagaraj Vice-Chancellor
Ratified date by the URB	01.07.2019

Preface

Kalasalingam Academy of Research and Education is committed to provide a reliable and comprehensive support system to motivate students to achieve in both academic and non-academic fields and to help them mold themselves for the future during life in the University. Creation of a personal relationship between the mentor and the mentee ensures the students adapt to the dynamic learning environment and lead their ways into a highly successful career-close relationship and continuous interaction between the mentor, mentee and the parents leads to better understanding of the student's aspiration, strength and weakness.

1. ROLE OF MENTOR

Mentors provide guidance, advice, feedback and support to the mentee, serving various role as a role model, teacher, counselor, advisor and ally, depending on the specific goals and objectives negotiated with the mentee. Mentors may help with exploring careers, setting goals, developing contacts and identifying resources to the students.

2. RESPONSIBILITIES OF MENTOR

The mentor has the following Responsibilities that benefit the mentee in all aspects as follows:

- Meet the group of students regularly and continuously monitor, counsel, guide and motivate the students in all academic matters.
- Advise the students regarding choice of electives, projects, summer training, etc.
- Contact parents/guardians based on the situation demands e.g. academic

irregularities, negative behavioral changes and interpersonal relations, detrimental activities, etc.

- Encourage mentees to meet their educational and professional goals and objectives.
- Helps the student to explore the career fields in the student's branch of Engineering and provides information about Higher education and job opportunities.
- Share relevant life and work experience to assist the student mentee in making educational and professional decisions.
- Be familiar with the personal history of the assigned student including Educational and Family background.
- The academic and non-academic performance of the mentees have to be communicated to their parents/guardians regularly
- Maintain a student record with all discussions on academic performance, arrear exam appearance status, parent's interaction, leave details, extra and co-curricular activities report.
- Counsel the students whose progress is found unsatisfactory and reports the same to the advisor and the HoD.
- Explain about the students importance of attendance and its implication to do well in examinations
- Explain the importance of Sessional/Model Examination (s) and its

consequence in the end semester examinations

- Organize and coordinate students' day to day learning opportunities and activities in practice.
- Assess a student's total performance including skills, knowledge applied to practice, values, attitudes and behaviors relevant to the stage of the program.
- Share relevant life and work experience to assist the mentee in making educational and professional decisions.
- Encourage the students to participate in online Internships and webinars.
- Clarify the student's doubts with advanced teaching learning methodologies.
- Provide slot for GATE coaching and GATE exam preparation