



**M.Kumarasamy  
College of Engineering**

**NAAC Accredited Autonomous Institution**

Approved by AICTE & Affiliated to Anna University

ISO 9001:2015 Certified Institution

Thalavapalayam, Karur - 639 113, TAMILNADU.



**M.KUMARASAMY COLLEGE OF ENGINEERING**

**(An Autonomous Institution)**

**Thalavapalayam-639113, Karur**

## **Mentor-Mentees Policy**

**Policy No: MKCE/SA/2023/01**

**Date: 24.10.2023**



## **Vision**

To emerge as a leader among the top institutions in the field of Technical Education.

## **Mission**

- Produce smart technocrats with empirical knowledge who can surmount the global challenges.
- Create a diverse, fully-engaged, learner-centric campus environment to provide quality education to the students.
- Maintain mutually beneficial partnerships with our alumni, industry and professional associations.



# M. Kumarasamy College of Engineering



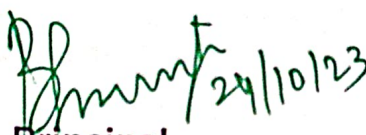
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## Introduction

The monitoring and holistic development of students are primary responsibilities of any higher education institution. To achieve this, MKCE has implemented a structured Mentor–Mentee System, aimed at providing both emotional and academic support to students. In this system, faculty member's act as mentors, while students are assigned as mentees. This initiative helps to strengthen the bond between students and faculty, ensuring that communication barriers are effectively minimized. Through regular interactions, mentors guide mentees in academic performance, career planning, personal development, and overall well-being

## Objectives of the Mentor–Mentee System

The primary objective of the Mentor–Mentee System is to **identify students who require academic, emotional, or personal support** and provide them with appropriate guidance through continuous faculty interaction.

1. To provide **counselling and guidance** to students in both **academic and non-academic areas**, including career planning and personal development.
2. To offer **support through regular interactions** related to **skill development, additional courses, and supplementary learning opportunities**.
3. To **motivate and inspire students** to achieve their academic and personal goals, thereby enhancing their overall performance.
4. To **guide, encourage, and advise students** on matters concerning **lifestyle, health, mental well-being, and emotional balance**.
5. To **create interest and involvement** among students in **academic, co-curricular, and institutional activities**.
6. To **monitor the overall progress** of students and help them **overcome academic challenges** through timely interventions.
7. To **build a strong mentor–mentee relationship** that fosters **trust, confidence, and open communication**.
8. To **identify students with special talents or potential** and encourage them to excel in their chosen fields.
9. To **support students facing personal or social difficulties**, ensuring their holistic development and emotional stability.
10. To **bridge the gap between students and faculty**, promoting a supportive and inclusive campus environment



## Roles and Responsibilities of Mentors

1. Each faculty member shall serve as a **mentor** for a 15 to 20 students from the same department, establishing a one-to-many relationship between faculty and students.
2. The assigned mentor shall continue in this role until the **completion of the students' course of study**, ensuring consistency and sustained guidance.
3. A mentor may be changed or reassigned **only with the approval of the Head of the Department (HOD)**.
4. The Institution shall organize an **orientation program or induction session** for newly joined Mentor at the beginning of every academic year.
5. The mentor is responsible for **explaining the institution's rules, regulations, academic policies, and code of conduct** to the mentees.
6. The mentor shall **regularly monitor** the academic progress, attendance, discipline, and overall development of each mentee.
7. The mentor must **verify an updated record** of each mentee in college KR Connect software, including personal details, academic performance, attendance, achievements, and parent contact information.
8. The HOD must ensure that **mentors and mentees meet regularly**, preferably once a week, to discuss academic and personal progress.
9. The **mentor-mentee meetings** may also include **parent interactions**, conducted at least once a semester to review student progress and address concerns.
10. The mentor shall **advise and guide students** in the selection of core and elective courses at the beginning of every semester.
11. The mentor shall provide **academic and personal counselling** to help students overcome difficulties related to studies, stress, or other personal challenges.
12. The mentor should **encourage students to participate** in co-curricular and extracurricular activities to enhance their skills and overall personality.
13. The mentor should identify **slow learners and advanced learners**, recommending suitable academic support, bridge courses, or enrichment programs.
14. The mentor shall **motivate and guide mentees** for internships, projects, higher studies, placements, and research opportunities.
15. The mentor must **confidentially handle student issues** and escalate serious academic or behavioral concerns to the HOD or Principal if needed.
16. The mentor should **document in software every mentor-mentee interaction**, including dates of meetings, issues discussed, and follow-up actions taken.
17. The mentor should **foster a positive and supportive environment**, ensuring that mentees feel comfortable
18. The principal will be an chief mentor for all the mentors and the principal has all the rights to take necessary action based on the mentoring report submitted by the mentors