

Ashoka Institute of Technology and Management Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)

(Approved by AICTE & PCI, New Delhi) AKTU-641

MENTORORSHIP POLICY (Effective from 2017)





Ashoka Institute of Technology and Management

Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)

(Approved by AICTE & PCI, New Delhi)

AKTU-641

Mobile No. - +91-9198840005, 06

Ref: AITM/Academic/2017-18/Policy-01

Date: 10th July, 2017

MENTORSHIP POLICY

Students are admitted from various regions of our country with different economic background. As the transmission from the school to a professional college is generally accompanied with huge anxiety and challenges for a student due to different academic environment, pressure of professional studies and quest for a dream career, it may sometimes become overburdening for some students. While this trouble state of mind may impede the performance of some, the harm in some cases may even be irreversible. Therefore, it is required to provide personalized guidance and counselling to the new entrants to enable them to settle down in the surroundings with ease. This need is expected to be fulfilled by a mentor.

A mentor act as an interface between student and institute management. A mentor provides support, knowledge, encouragement, guidance and constructive feedback to the mentees by developing a genuine interest in the growth of their abilities and talents. The mentees, on the other hand, actively seek support and guidance in their career and professional development from the mentor.

Nomination of a faculty Mentor

- HOD will nominate a Faculty Mentor (FM) who is one of the faculty members of the department who is assigned a group of 10 to 25 students (Mentees).
- FM would mentor these students throughout the academic program in almost all facets of life whether academic, career related or personal.
- The allotment of “**Mentor- Mentees**” at department level should be carried out by the HoDs. Complete record in this regard will be maintained by all concerned as per the formats attached as an **Annexure A B C**. These may be revised at the department level at the beginning of every semester that is in the first week of commencement of classes under intimation to students, faculty and academic cell.

Mentor: Roles and Responsibilities

The FM shall act as a friend, philosopher and guide to his mentees. He will focus on the performance of his mentees and do whatever it takes to get the desired results. The responsibilities include:

- Mentor shall be a patient listener, supportive of new ideas and should be able to build a very personal rapport with the mentees.
- Mentor shall critically follow the students’ progress. He will compliment and encourage their achievements and counsel them for the shortfalls, if any.
- Mentor shall discuss opportunities that may be open to the students well in advance so as to enable them to prepare from the same well in time.
- Mentor shall encourage them to become self- reliant in terms of taking decisions, and at the same time he will be observant of the outcomes.



Ashoka Institute of Technology and Management

Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)

(Approved by AICTE & PCI, New Delhi)

AKTU-641

Mobile No. - +91-9198840005, 06

- Mentor shall guide and assist them to set up their short- and long-term goals and how to achieve the same through proper planning and hard work.
- To guide the students in taking up extra academic and professional activities for broader learning exposure.
- Advise students on the choice of electives project and summer training etc.
- Contact parents'/ guardians in case of inappropriate behavior of the mentee example academic irregularities, misconduct or violent approach in daily life, etc.
- Mentor shall make them understand the importance of Sanskrit word - Manasa, Vacha and Karmana. The word Manasa refers to the mind, vacha refers to speech, and karmana refers to actions. These words together describe a state of consistency expected of an individual and imply that one should strive to achieve a state where one's thoughts, speech and the actions coincide. It may be the best for a student to have a harmony in 'what you say' and 'what you do'.

Updates on the mentor-mentee meetings shall be taken up by the HoDs and the Action Taken Report is submitted by the respective FM as per the format attached as Annexure 'C'

Mentees: Roles and Responsibilities

- A desire and ability to engage in the mentoring process.
- The time and commitment to pursue their goals by being punctual.
- An understanding of the role and boundaries of the Mentor.
- Must respect the confidentiality of the relationship.
- Mentees must take ownership of the process.

Conclusion

The importance of mentoring can hardly be overemphasized in a college environment. It has long been recognized as a powerful tool for a mentee's development. regardless of how a mentor and mentees are matched, etiquettes, and ethics demand that the relationship be conducted in a professional manner with consideration and respect for both the parties. Successful mentorship often evolves into long term bonding and fond relationships with both parties learning and providing support for the other.



Prof. (Dr.) Sarika Shrivastava

Director



Ashoka Institute of Technology and Management

Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)

(Approved by AICTE & PCI, New Delhi)

AKTU-641

Mobile No. - +91-9198840005, 06

MENTOR-MENTEE MEETING RECORD

Department:	Group:
Session:	Name of Faculty Mentor:
Meeting No.:	Total Allotted Mentees:
Date of Meeting:	No. of Absentees:

#	University Roll Number	Name of the Students	Attendance [P/A]	Issue(s) Discussed	Issue(s) Resolved (Y/N) with Date	Remarks/Comments by Faculty Mentor
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						

Remarks of HoD:

Signature of Faculty Mentor _____ Signature of HoD _____



Ashoka Institute of Technology and Management
Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)

(Approved by AICTE & PCI, New Delhi)

Mobile No. - +91-9198840005, 06

AKTU-641

Action Taken Report

Meeting Number:

Date of Meeting:

Problem:

Action Taken:

Signature of Mentor

Signature of HOD



Ashoka Institute of Technology and Management

Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)

(Approved by AICTE & PCI, New Delhi)

AKTU-641 Mobile No. - +91-9198840005, 06

Ref.No: Ashoka/CGC/2023-24/06

Date: 11.08.2023

Notice

In our continued efforts to support the mental and psychological wellbeing of our community, we are pleased to inform you that a professional counselor- **Dr. Laxman Yadav** will be available for consultations at the **Counseling and Guidance Room** in the Mechanical Department.

The counselor will be available on the following days:

- **Monday:** 9:00 AM – 11:00 AM
- **Thursday:** 9:00 AM – 11:00 AM

The Counseling and Guidance Room is designed to provide a confidential and supportive environment where you can discuss personal challenges, manage stress, and improve your overall mental health and wellbeing.

We strongly encourage all members of our community to take advantage of this valuable resource. Please feel free to reach out for an appointment during the scheduled hours or simply walk in if you need support.

Your mental health matters and we are here to help.

Copy to: -

1. Director Pharmacy
2. Principal ASB
3. Dean Academics
4. Dean Student Welfare
5. Registrar
6. All HODs
7. All Notice boards



Prof. Sarika Shrivastava

Director



Ashoka Institute of Technology and Management

Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)

(Approved by AICTE & PCI, New Delhi)

AKTU-641 Mobile No. - +91-9198840005, 06

Date: 11.08.2023

To,
All Faculty, Staff, and Students
Ashoka Institute of Technology & Management
Varanasi

Subject: Intimation of update in counseling process

Dear All,

We are writing to inform you that, effective immediately, there will be a slight change in the counseling policy at our institute. The new counseling structure aims to streamline the process and ensure that all students and staff members are provided with the right guidance and support at the appropriate levels.

Below is the updated list of counseling types and their designated contact persons:

S. No	Counseling Type	Contact Person
1	Academic Counseling	Concerned Mentor of Department / HOD
2	Career Counseling	Mr. O P Sharma / Mrs. Nisha Pandey T & P
3	Personal Counseling	Concerned Mentor of Department
4	Entrepreneurship Counseling	Mr. Sajjad Ali / Mr. Anilabh Agrawal IIC, Ashoka
5	Research Counseling	Dr. Farhan Ahmed R & D
6	Psychological Counseling	Dr. Laxman Yadav Psychological Counselor

We encourage all students and staff to reach out to the appropriate contact person as per their specific needs. This change is being implemented to ensure that everyone receives timely and targeted support from the relevant expert.

Please take note of these changes and feel free to contact the concerned persons for any further clarification or assistance. Your cooperation and understanding in this regard are highly appreciated.


Director
Ashoka Institute of Technology & Management
Varanasi

Ashoka Institute of Technology & Management



Ashoka Institute of Technology and Management

Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)

(Approved by AICTE & PCI, New Delhi)

AKTU-641

Mobile No. - +91-9198840005, 06

MENTORING KEY ISSUES

1. Academic Guidance

- Ensuring students understand their course requirements and academic goals.
- Helping students with time management and study skills.

2. Emotional Support

- Being empathetic and approachable, providing a safe space for students to share their concerns
- Recognizing signs of stress, anxiety, or depression, and guiding them to appropriate resources

3. Career Counseling

- Assisting students in exploring career options related to their field of study.
- Helping with resume building, interview preparation, and networking.

4. Personal Development

- Encouraging students to develop soft skills like communication, teamwork, and leadership.
- Motivating them to engage in extracurricular activities and community service.

5. Cultural Sensitivity

- Being aware of and respectful towards the diverse backgrounds and cultures of students.
- Addressing any issues of discrimination or bias promptly.

6. Goal Setting

- Helping students set realistic and achievable goals, both short-term and long-term.
- Regularly reviewing progress and adjusting plans as necessary.

7. Resource Navigation

- Informing students about available resources such as tutoring, financial aid, and counseling services.
- Guiding them on how to effectively utilize these resources.

8. Maintaining Boundaries

- Establishing professional boundaries to maintain a healthy mentor-mentee relationship.
- Ensuring interactions remain respectful and within ethical guidelines.

9. Adaptability

- Being flexible and open to adapting mentoring strategies to fit individual student needs.
- Continuously updating your knowledge and skills to provide relevant and effective support.

10. Use and acknowledgement of Institutional resource

- Problem with resources of the institute
- Regular maintenance/Upgradation of resources



Ashoka Institute of Technology and Management

Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)

(Approved by AICTE & PCI, New Delhi)

AKTU-641

Mobile No. - +91-9198840005, 06

MENTORING REVIEW FORM

Name of the Mentor:

Batch:

Name of the Mentee:

Program:

I. PERSONAL INFORMATION:

Branch of the Mentee:

Roll No:

Email ID:

Student Mobile No:

D.O.B:

Adhaar No.:

Father's Name:

Father's Mobile No:

Mother's name:

Mother's Mobile No:

Local Address:

Blood Group:

Permanent Address:

Educational Details:	High School/10th	Intermediate/12th	Diploma/Graduation (if applicable)
Board/University			
School/Institute			
Year of Passing			
% & Division			

DIRECTIONS: This evaluation form reviews mentee's and should be filled by mentor.

II. ACADEMIC PERFORMANCE:

AKTU RESULT SGPA (With Backlog, if any)	Sem. I	Sem. II	Sem. III	Sem. IV
	Sem. V	Sem. VI	Sem. VII	Sem. VIII

III. ATTENDANCE:

Overall Attendance %	Sem. I	Sem. II	Sem. III	Sem. IV
	Sem. V	Sem. VI	Sem. VII	Sem. VIII



Ashoka Institute of Technology and Management

Pahariya, Sarnath, Varanasi-221007 (U.P.)

(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)

(Approved by AICTE & PCI, New Delhi)

AKTU-641 Mobile No. - +91-9198840005, 06

IV. PARTICIPATION IN CO-CURRICULAR ACTIVITIES:

1. Workshops/Seminars/Conferences attended:

ACTIVITY	NO. OF ATTENDED EVENTS	DETAILS
Conference		
Seminar		
Workshop		

2. Number of papers published and their details:

V. EXTRACURRICULAR ACTIVITIES:

VI. ACHIEVEMENTS:

VII. INTERNSHIPS ATTENDED:

VIII. PROFESSIONAL MEMBERSHIP AND ACTIVITIES:

IX. INTERACTION WITH PARENTS:

X. HIGHER STUDIES:

Name of Exam	Score	M. Tech/MPharm/MS/MBA/Institution Details
GATE/GPAT /GRE/GMAT		
Any Other		

XI. PLACEMENT DETAILS:

Campus interviews selected:

Name of the company with Package:

XII. HEALTH ISSUES (IF ANY):

XIII. MENTOR'S REMARKS:

Mentor Signature

Head of Department