



Kongunadu

College of Engineering & Technology
[Autonomous]



MENTOR - MENTEE POLICY

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Vision

To become an Internationally Renowned Institution in Technical Education, Research and Development by Transforming the Students into Competent Professionals with Leadership Skills and Ethical Values.

Mission

- Providing the Best Resources and Infrastructure
- Creating Learner-Centric Environment and Continuous Learning
- Promoting Effective Links with Intellectuals and Industries
- Enriching Employability and Entrepreneurial Skills
- Adapting to Changes for Sustainable Development

Quality Policy

To strive continuously for producing the best results in terms of knowledge, self- discipline and application of the knowledge acquired.

1. Objective:

- Offer continuous guidance and support to students in navigating academic, personal and emotional challenges to ensure their overall growth.
- Support every student in achieving intended learning outcomes by ensuring quality education and inclusivity for all.
- Recognize slow and advanced learners, design personalized activities and provide necessary assistance to enhance their learning experience and academic performance.
- Motivate and guide students to maximize their potential, achieve best academic performance and continuous improvement.
- Address students' academic, social, physical and psychological needs to promote holistic wellbeing and balanced personal development.
- Cultivate an innovation and research-oriented mindset among students by providing proper mentoring, guidance and opportunities for research and project-based learning.
- Inspire students to participate actively in curricular, co-curricular, and extracurricular activities and develop a positive attitude towards peer learning.

2. Mentor–Mentee Mechanism

- Faculty members (Mentors) will be assigned a group of 15 to 25 students from the same department.
- The mentee, once assigned to a mentor, will continue with the same mentor till the end of the program of study.
- Mentors will take responsibility for both slow learners and advanced learners, providing personalized guidance and support.
- Regular mentor–mentee meetings will be conducted to monitor academic progress, attendance, and personal well-being.
- Mentors will guide students in setting academic and career goals, and help them overcome challenges during their course of study.
- Mentors will maintain individual student records and document progress reports for continuous evaluation.
- Mentors will encourage mentees to participate in co-curricular and extracurricular activities to promote holistic development.

3. Responsibilities of Mentor

- Assess each mentee’s family details, knowledge, skills, motivation, experience, and hobbies to understand their individual needs.
- Encourage mentees to express their thoughts freely and help them overcome hesitation or self-doubt.
- Counsel, guide, and advise mentees to achieve their academic and career goals effectively.
- Provide necessary support and referrals to help mentees address academic, personal, or emotional concerns.
- Nurture inquisitiveness and interest among mentees through discussions related to academics, extracurricular activities, and socio-cultural topics.
- Communicate with parents/guardians when necessary to share feedback or highlight achievements and progress of their wards.
- Keep mentees informed about scholarships, competitions, internships, research projects, and job opportunities available.
- Encourage the development of leadership qualities, teamwork, and interpersonal skills among mentees.
- Build a long-term mentor–mentee relationship and maintain contact even after course completion to monitor their growth and success.

- After each mentoring session, submit meeting records and a brief report to the Head of the Department for review by the IQAC and monitoring by the Principal.
- Coordinate with a psychologist or counsellor when mentees require additional emotional or psychological support.
- Listen actively, show empathy, maintain flexibility, and treat all mentees with respect and confidentiality, investing time and effort in their holistic development.

4. Responsibilities of Mentee

- Attend all mentoring meetings regularly
- Maintain respect, honesty, and professionalism toward the mentor and peers.
- Share details of academic performance, extracurricular achievements, and other relevant activities with the mentor.
- Communicate career goals, aspirations, and specific developmental needs openly with the mentor.
- Pay attention to and act upon the guidance, feedback, and advice provided by the mentor.
- Take initiative in seeking support, clarification, or guidance whenever needed.
- Be open-minded and receptive to constructive suggestions.
- Set short-term and long-term goals in consultation with the mentor and work diligently to achieve them.
- Maintain confidentiality and trust within the mentoring relationship.
- Show commitment, self-discipline, and a positive attitude toward personal growth and learning.
- Provide feedback to the mentor about the effectiveness of the mentoring process.
- If necessary, mentees can share their feedback to the IQAC Coordinator and the Principal.

5. Outcome of the Mentoring System

- Empower students by imparting essential skills for academic, personal, and professional growth.
- Identify the learning abilities and special requirements of individual students.
- Classify students as slow or advanced learners and take appropriate remedial or enrichment measures.
- Propose new courses and skill development initiatives to support students' career advancement.
- Implement improvements in teaching–learning methodologies and pedagogical practices based on mentoring feedback.
- Foster holistic student development through continuous monitoring, guidance, and motivation.
- Establish connections between senior and junior students for collaboration in paper presentations, hackathons, and innovation activities, and engage alumni mentors to help students understand current industry trends and requirements.

ANNEXURE

Kongunadu
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(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai.)
Namakkal - Trichy Main Road, Tholurpatti (Po),
Thottiyam (Tk), Trichy (Dt.) - 621 215.
Phone : 04326 - 277571 Fax : 04326 - 277572

STUDENT RECORD



Name :

Course :

Department :

Batch :

BIO - DATA

1. Name :
2. Reg.No./Roll No. :
3. Religion : Hindu / Christian / Muslim / Others
4. Community and Caste : GEN / BC / MBC / SC / ST
5. Date of Birth : D / M / Y
6. Father's Name / Guardian and Occupation :
7. Mother's Name and Occupation :
8. Aadhar Number :
9. Address :
10. Phone Number :
11. E-mail id :
12. Blood Group :
13. Educational Details :

	Percentage of Marks Secured	Name of the Institution	Year of Passing
S.S.L.C			
H.SC Academic / Vocational			
Diploma / Degree			

14. Mode of Admission : Counselling / Mgt / NRI / Others
14. Local Guardian :
15. Language Known : Read Write Speak
16. Accommodation : Hostel / Day Scholar
17. College Bus : Yes / no if Yes, Boarding Point :
18. Scholarship Details :

**SEMESTER - I**

STUDENT COUNSELOR NAME :

Sl. No.	Subject Code	Name of the Subject	Credit	End Semester Examination Grade	Month & Year of Passing
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

CGPA : _____

GPA : _____

SEMESTER - II

Sl. No.	Subject Code	Name of the Subject	Credit	End Semester Examination Grade	Month & Year of Passing
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

CGPA : _____

GPA : _____

*Student Counselor**Class Advisor**Head of the Department*

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SEMESTER - III

STUDENT COUNSELOR NAME :

Sl. No.	Subject Code	Name of the Subject	Credit	End Semester Examination Grade	Month & Year of Passing
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

CGPA : _____

GPA : _____

SEMESTER - IV

Sl. No.	Subject Code	Name of the Subject	Credit	End Semester Examination Grade	Month & Year of Passing
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

CGPA : _____

GPA : _____

Student Counselor

Class Advisor

Head of the Department

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SEMESTER - V

STUDENT COUNSELOR NAME :

Sl. No.	Subject Code	Name of the Subject	Credit	End Semester Examination Grade	Month & Year of Passing
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

CGPA : _____

GPA : _____

SEMESTER - VI

Sl. No.	Subject Code	Name of the Subject	Credit	End Semester Examination Grade	Month & Year of Passing
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

CGPA : _____

GPA : _____

Student Counselor

Class Advisor

Head of the Department

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SEMESTER - VII

STUDENT COUNSELOR NAME :

Sl. No.	Subject Code	Name of the Subject	Credit	End Semester Examination Grade	Month & Year of Passing
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

CGPA : _____

GPA : _____

SEMESTER - VIII

Sl. No.	Subject Code	Name of the Subject	Credit	End Semester Examination Grade	Month & Year of Passing
1					
2					
3					
4					
5					

CGPA : _____

GPA : _____

OVER ALL CGPA :

CLASS :

Student Counselor

Class Advisor

Head of the Department

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VALUE ADDED COURSES

Sl. No.	Sem	Title	Month & Year of Passing

MANDATORY COURSES

Name of the Course	Duration	Completed / Not Completed

Name of the Course	Sem	Month & Year of Passing

NSS/NCC/YRC

Sl. No.	NSS / NCC / YRC	Name of the Program/Camp/Event Attended	Duration

Student Counselor

Class Advisor

Head of the Department

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NPTEL Courses

Sl. No.	Course Code	Title	Month & Year of Passing
1.			
2.			
3.			
4.			
5.			

CERTIFIED COURSES

Sl. No.	Title	Organized	Duration
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

**CO - CURRICULAR ACTIVITIES****PAPER PRESENTATION DETAILS**

S.No.	DATE	TITLE OF THE PAPER	NAME OF THE INSTITUTION	PRIZE WON
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

- 11 -

SEMINAR / WORKSHOP DETAILS

S.No.	DATE	TITLE	NAME OF THE INSTITUTION	NO OF DAYS
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

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HACKATHON / PROJECT EXPO / OTHER EVENTS

S.No.	DATE	TITLE	NAME OF THE INSTITUTION	PRIZE WON
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

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INTERNSHIP / INPLANT / INDUSTRIAL TRAINING DETAILS

S.No.	ORGANIZATION	INTERNSHIP / IPT / INDUSTRIAL TRAINING	DURATION	DETAILS OF TRAINING
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

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INDUSTRIAL VISIT DETAILS

S.No.	SEM	ORGANISATION	DATE OF VISIT	DETAILS OF VISIT
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

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PROJECT DETAILS :

S.No.	DETAILS	TITLE OF THE PROJECT	INHOUSE / INDUSTRIAL PROJECT	DURATION
1.	MINI PROJECT - I			
2.	MINI PROJECT - II			
3.	PROJECT WORK			

WORK EXPERIENCE : (DIPLOMA / DEGREE LEVEL)

S.No.	NAME OF THE COMPANY	DURATION		NATURE OF WORK
		FROM	TO	

- 16 -

Memberships in Professional Bodies :

- 1.
- 2.
- 3.
- 4.
- 5.

Details of awards received :

- 1.
- 2.
- 3.
- 4.

Membership in Clubs :

- 1.
- 2.
- 3.
- 4.
- 5.

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DISCIPLINARY ACTION DETAILS :

S.No.	DATE	DETAILS OF MISBEHAVIOUR	ACTION TAKEN	COUNSELLOR SIGNATURE

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EXTRA CURRICULAR ACTIVITIES

SPORTS :

S.No.	DATE	TOURNAMENT	ORGANIZATION	PRIZE WON

CULTURAL EVENTS :

- 1.
- 2.
- 3.
- 4.
- 5.



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IQAC