

Sona College of Technology

(An Autonomous Institution)

**SONA COLLEGE OF
TECHNOLOGY**

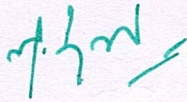

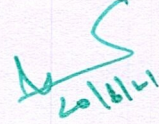
Learning is a Celebration!

Student mentoring and counseling system

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Salem - 636 005, Tamilnadu

Sona College of Technology
(Autonomous)

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Mentoring & Counselling

1. Preamble

Mentoring System is an essential part of any institution for the effective redressal of problems and challenges faced by students. Mentoring is a unique, interactive and target-oriented system, involving students, teachers and parents to address common student concerns ranging from anxiety, stress, fear of change and failure to homesickness and a slew of other academic worries. It acts as a bridge for formal as well as communicative gaps between the students at large. Mentors act as the guardians of students at each faculty/college/departmental level and should remain in close touch with the students allotted to them throughout the year. This relationship will cater to the emotional and intellectual needs of the students and also guide them to move up in their career at regular interval of time.

2. Definition of mentor & mentee:

Mentor: A mentor is a teacher one who leads through guidance. Mentoring is a process by which teachers counsel, guide, instruct and facilitate the intellectual and/or career development of the students.

Mentee: "A mentee is who wants to learn and seeks valuable advice from someone who can guide him/her in order to grow professionally and/or personally."

3. Mentor – mentee relation

1. A Mentor will be allotted to a particular Mentee for his/ her entire stay at the University. The pair will be subsequently transferred for next year without change, unless otherwise. This will help to maintain a stronger bonding between the two in a longer way. This may also help to compiling the record of higher education/ placement etc. of the students required for many purposes.
2. The Mentors should also collect their personal contact details, family details (Phone /Mobile No. and e-mail ID) so If needed, Mentors can also coordinate with parents/ guardians and exchange their concerns or feedback about any observation in the behaviour patterns of the Mentee for prompt pre-emptive or timely corrective action.

4. Mentoring Hierarchy

Mentoring Hierarchy followed in the Institution is as follows

- Head of the Institution _Principal
- Dean-Student affair
- Head of the Department
- Class counselor
- Faculty advisor
- Student Counselor

5. Roles and responsibility

The principal

Head of the Institution monitors and controls the entire student support system, including academic matters, student learning & development, Training & Placement, and Counseling.

Dean of student affairs

The Dean of student affairs coordinates and monitors through the counseling system. He takes care of the social responsibilities inside the campus environment. The career guidance counselor's administrative student's participation in co-curricular and extra-curricular activities is monitored by the career guidance counselor.

Head of the Department

- HOD monitors the academic activities happening in the Department to ensure the proper functioning of various levels of mentoring offered to the students mentoring support systems.
- Based on the need, they counsel/advise/motivate the students individually / collectively for improved academic performance and achievements.
- They also coordinate with parents in helping/solving student-related problems when the need arises.

Class counselor

- Faculty members nominated by the Head of the Department act as Class counselors, and he or they will continue as class advisors for the batch till the end of their course.

- The class counselor maintains the record of students, such as attendance, academic performance, curricular and co-curricular activities, individual counseling, interaction with parents, Etc., of students throughout their period of study in a systematic way in the "History Card."
- The class advisor develops a cordial relationship with students of the class and plays a vital role in motivating potential students, identifying weak students and, arranging for counseling, and taking forward academic, personal, career-related requirements of students to the Head of the Department.

Faculty advisor

- The Head of the Department nominates one faculty for every 10-20 students to act as an advisor.
- Student counselor monitors and offers personal counseling to the students.
- In addition to academic matters, personal issues that delay students' academic growth can identify and addressed by the student counselor.
- The meeting frequency with students is on a need basis/once a month.

Student Counselor

- Student counselors offer to counsel needy students.
- The students were perturbed due to poor academic performance, lack of self-confidence, and personal issues identified by the class counselor with input from the class advisor.
- Department appraises the issue to the student counselor and recommends counseling.
- If required, the student's parent will be intimated for an appraisal of the problems faced by their ward, and suitable remedial measures will be suggested.

6. Reporting mechanism and record management

The mentorship files shall be maintained by each faculty mentor as per the guidelines and proformas of student mentorship. At the end of the semester, records shall be submitted to the head of the department. The consolidated report on mentorship shall be submitted by HoD through Dean student affairs for the review of IQAC members. For effective implementation of this Policy for Student Mentoring System, the Standard Operating Procedures is outlined.

7. Standard Operating Procedures for Student Mentoring System

For effective implementation of the Policy for Student Mentoring System, the following SOPs shall be observed:

- The department will assign a mentor for each student in the first semester and third semester of their program.
- Each HOD along with the senior professors/faculty members of the department will review and finalize the allocation of mentors and mentees at the start of first semester and third semester.
- The updated list shall be also be notified time to time depending upon new admissions, appointment /resignation of faculty members etc.
- A mentoring schedule for formal interaction of student and mentor throughout the semester is included in the time table itself in such a manner that each student will get an opportunity to meet with the mentor preferably once in a week days.
- The finalized allocation and schedule of mentor-mentee interaction shall be notified to the students by respective head of the department/mentoring coordinator of the department
- Each mentor (class counselor) will maintain a complete mentor file (**Appendix I**) including contact details of assigned mentees and their parents. The mentors (faculty advisor) will maintain the sessional and end semester examination records of each mentee, attendance records, all records of details of interaction/meetings with mentees and mentee diary of each mentee as per **Appendix II**.
- The day-to-day issues of mentees, if any will be resolved by the respective mentors.
- Mentors will track the performance (attendance, academic performance and performance in extra-curricular activities) of respective mentees. They will counsel the respective students as per their records and communicate the same to their parent through email/telephonically.
- Student issues which require intervention of head of the department will be reported to head of the departments by respective mentors. Such issues will be resolved at the HoD level along with consultation of senior faculty members.

- Each mentor will interact with the assigned students and assess the counseling needs of the students in formal or informal way. If required, practical counseling sessions with student counselor.

EDUCATION DETAILS										
Secondary Education <input type="checkbox"/> TN State Board <input type="checkbox"/> CBSE <input type="checkbox"/> ICSC <input type="checkbox"/> Anglo INDIAN <input type="checkbox"/> Others _____			HSC (Academic) <input type="checkbox"/> Biology <input type="checkbox"/> Maths Biology <input type="checkbox"/> Comm. English <input type="checkbox"/> Maths Comp. Sci Others _____				HSC (Vocational) <input type="checkbox"/> Bank Acc. <input type="checkbox"/> Gen <input type="checkbox"/> Maths & Physics Others _____			
Name of School										
Place										
Medium of Intruaction		Tamil/English		Tamil/English		Tamil/English				
Total Marks										
Month / Year of Pass										
Cut off Mark										
Marks	English	:	/	English	:	/	English	:	/	
	Language	:	/	Language	:	/	Language	:	/	
	Maths	:	/	Maths	:	/	Maths	:	/	
	Science	:	/	Physics	:	/	Physics	:	/	
	Social	:	/	Chemistry	:	/	Chemistry	:	/	
					Biology	:	/	Theory I	:	/
					Comp.Sci	:	/	Practical I	:	/
				Comm. Eng.:	:	/	Practical II	:	/	
		Diploma (for Lateral Entry)				UG (for PG)				
Programme										
Name of College										
Place										
University		N/A								
Total Marks Semester (I-VI)										
Grade		N/A								
Class										
Month / Year of Pass										
Project Work Details										
Entrance Mark				TANCET	/	CAT/XAT	/			
				GATE	/	CET	/			
				GPAT	/	MAT/CMAT	/			
Signature of the Parent					Signature of the Student					

Appendix II

SONA COLLEGE OF TECHNOLOGY, SALEM (Autonomous)

Department of Mechanical Engineering

STUDENT COUNSELLING RECORD BOOK

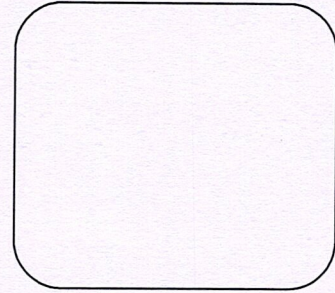


Faculty Advisor Name :

Designation :

STUDENT BIO-DATA FORM

BATCH :
NAME :
REG.NO :
CATEGORY : SWS/ MQ/ FN
RELIGION :
COMMUNITY&CASTE :
BLOOD GROUP : Mobile No
EMAIL ID :
DAYSCHOLAR/HOSTELER : DRIVING LICENSE NO
VECHILE REG.NO :
PASSPORT NO :
SCHOLARSHIP OBTAINED : GOVERNMENT/PRIVATE



COMMUNICATION DETAILS

COMMUNICATION ADDRESS	PERMANENT ADDRESS

PARENTS/GUARDIAN DETAILS

	Father/Guardian Detail	Mother/Guardian Detail
Name		
Occupation/ Designation		
Organization Name		
Office Address		
Annual Income		
Office Phone No.		
Mobile No.		

	SSLC Details	HSC/Diploma Details
Medium	Tamil/English	Tamil/English
Type	SSLC/Matric/CBSE/ICSC/ Angelo Indian/Others	Academic - Biology /Computer/ Others Vocational - Maths/Phy/Che/Math&Phy Diploma - EEE/ECE/IT/CSE/EIE/Others
Marks Obtained		
Total Marks		
Percentage		
School/College Name		
Place of Study		
Month/Year of Pass		
Cut off Mark		
JEE/NEET SCORE (If Applicable)		

Future Career Plan (Tick any one)

At the end of the Programme willing for

- Placement only in core company
- Placement only in software company
- Placement in any company
- GATE / Higher studies
- Entrepreneurship
- Government Job

Student Signature

HOD/MECH

Faculty Advisor

Semester I

SNO	COURSE NAME	SEE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
		SGPA

Semester II

SNO	COURSE NAME	SEE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
		SGPA
		CGPA

Semester III

SNO	COURSE NAME	CIE 1	CIE 2	CIE 3	INT.	SEE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Attendance %					
SGPA					CGPA	

Counseling Remarks

Date	Counselling Details	Student Sign	Faculty Advisor Sign

Faculty Advisor

HOD/MECH

Semester IV

SNO	COURSE NAME	CIE 1	CIE 2	CIE 3	INT.	SEE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Attendance %					
	SGPA				CGPA	

Counseling Remarks

Date	Counselling Details	Student Sign	Faculty Advisor Sign

Faculty Advisor

HOD/MECH

Semester V

SNO	COURSE NAME	CIE 1	CIE 2	CIE 3	INT.	SEE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Attendance %					
	SGPA				CGPA	

Counseling Remarks

Date	Counselling Details	Student Sign	Faculty Advisor Sign

Faculty Advisor

HOD/MECH

Semester VI

SNO	COURSE NAME	CIE 1	CIE 2	CIE 3	INT.	SEE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Attendance %					
	SGPA				CGPA	

Counseling Remarks

Date	Counselling Details	Student Sign	Faculty Advisor Sign

Semester VII

SNO	COURSE NAME	CIE 1	CIE 2	CIE 3	INT.	SEE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
	Attendance %					
	SGPA				CGPA	

Counseling Remarks

Date	Counselling Details	Student Sign	Faculty Advisor Sign

Faculty Advisor

HOD/MECH

Semester VIII

SNO	COURSE NAME	REVIEW 1	REVIEW 2	REVIEW 3	INT.	SEE
1	Project Phase					
	Attendance %					
	SGPA				CGPA	

Counseling Remarks

Date	Counselling Details	Student Sign	Faculty Advisor Sign

Faculty Advisor

HOD/MECH

Achievements

Event Date	Event Name	Place	Remarks

Faculty Advisor

HOD/MECH

Co-Curricular Activities

Event Date	Event Name	Place	Remarks

Faculty Advisor

HOD/MECH

Extra-Curricular Activities

Event Date	Event Name	Place	Remarks

Faculty Advisor

HOD/MECH

Project/Mini Project Details

Semester	Students Name	Title & Domain	Supervisor Name	Remarks

Internship, In-plant Training & Placement Details

Company Name and Address	Type	Duration	Nature of Work	Salary package
	Internship In-plant Placement			
	Internship In-plant Placement			
	Internship In-plant Placement			

Faculty Advisor

HOD/MECH