

## **Technocrats Institute of Technology (Excellence), Bhopal**

### **MENTORING SYSTEM OF INSTITUTE**

Institute has a sound mentoring and counselling systems for holistic development to help students at individual level and at class level. Following are the system/ policies of the mentoring system:

#### **a. Tutor Guardian System**

A faculty member is assigned as a Tutor Guardian (TG) for a group of 15 students to counsel and mentor them on personal as well as academic issues.

TG maintains a detailed record of students allotted to them. Record contains following details.

- Personal Information
- Previous Year Academic Record
- Current Academic Performance
- Attendance Record
- Competitive Examination result details
- Record of achievement (if any)
- Internship and Industrial Trainings
- Scholarships Received(if any)
- Co-Curricular and Extra-Curricular activities.
- Record of disciplinary actions
- Fee deposit and dues if any

The Tutor Guardian meets the students periodically (at least once in fortnight) and monitors their overall behaviour and performance. Guidance regarding the areas of improvement is provided. Periodically TG meeting with the parents is conducted based on the requirement. Tutor Guardian guides, motivates and encourages students on various aspects like Professional guidance, Career advancement, academic issues and All-round development. TG counsels them on code of conduct and behaviour in class, campus and routine life on regular basis.

#### **b. Professional Guidance:**

The department has faculty members who are professionally qualified to offer guidance to the prospective students in addition to the classroom teaching. The Industry-institute Partnership cell and Entrepreneurship development cell is working effectively in the institute to provide professional guidance.

#### **c. Training and Placement Cell:**

The Training and Placement cell has been active in arranging campus recruitment drives as well as creating awareness and providing training to the students on various career opportunities. Following are the few activities conducted by T&P cell.

- Pre placement talk
- Pre placement training of technical and nontechnical areas
- Online weekly test series (Every Saturday and Sunday)
- Mock interviews

**d. Personal counselling:**

Faculty members interact with the students at individual level as and when required for solving their personal and academic problems. Remedial classes are arranged for the weaker students. Brighter students are identified and suitably rewarded and also encouraged for the better achievements at higher level.

**e. Course work:**

Faculty members handling different courses interact with students in clearing all their concept-oriented doubts and test based problems of the respective courses. Remedial classes for the weaker students are arranged. Faculty members remain available for students to solve their doubts even after the class.

**f. Laboratory specific:**

Each of the lab sessions is handled amicably by faculty members and lab staff in order to take special care of the students while performing the experiments. A demonstrative presentation is given by the concerned teacher before every experiment. The Laboratory records are evaluated after the experiment is held. Regular viva/assessment is taken to test the understanding of the student about the laboratory work. The students are also allowed to perform experiments during time slots other than their regular schedule.

**g. All round development:**

The institute makes conscious efforts for over all development of the students. In addition to academic and technical activities various other activities like literary, cultural and sports activities are organized. Such activities inculcate leadership qualities, decision making abilities, team spirit, analytical abilities and socio awareness which lead to all round development of students.

**Monitoring of Mentoring system**

- Close monitoring of the mentoring system to help students at individual level is done.
- Respective TG submits feedbacks/observation of those students who are lacking/facing problems in their academic growth to HOD/ Vice Principal.
- Appropriate actions are taken to resolve their problem.

**Effectiveness of the System:**

The mentoring system developed by the institute has proved to be effective considering different parameters. The performance of students in the academics has improved on following parameters like university results, class performance, attendance, participation in co-curricular activities like paper presentation, model presentation and participation in techno cultural activities at institute level and beyond.