



Government of Gujarat
VISHWAKARMA GOVERNMENT ENGINEERING COLLEGE

CHANDKHEDA - AHMEDABAD

(Affiliated to Gujarat Technological University, Approved by AICTE)

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VGEC/MentoringPolicy/ 176

Date: 5/3/2024.

Office Note:

Policy Document & Guidelines For Mentoring Process

Mentoring can be incredibly valuable for students. It provides them with guidance, support, and insights from experienced individuals within the academic environment. By establishing a robust mentoring system, institutions can significantly enhance the overall educational experience and future success of their students, equipping them with the technical skills and professional acumen needed to thrive in their careers. At VGEC, we established a strong mentoring system since 2018-19 in which a batch of 30 students is associated with a faculty from the first year. The batch size may differ based on the faculty count of the department. The following are the benefits of our mentoring system:

Academic Guidance:

- **Navigating the Curriculum:** Engineering programs can be demanding. Mentors can help students understand course requirements, choose relevant electives, and develop effective study strategies tailored to technical subjects.
- **Understanding Complex Concepts:** Faculty mentors can provide deeper insights into challenging engineering principles, offer alternative explanations, and connect theoretical knowledge with practical applications.
- **Research Opportunities:** Faculty mentors can guide students towards research projects, introduce them to research methodologies, and provide valuable feedback on their work, fostering critical thinking and innovation.
- **Academic Goal Setting:** Mentors can assist students in setting realistic academic goals, tracking their progress, and providing motivation to achieve their full potential.

Career Exploration:

- **Exploring Career Paths:** Engineering offers a vast array of specializations. Mentors with industry experience or connections can provide insights into different engineering fields, helping students identify their interests and potential career paths.
- **Industry Knowledge:** Mentors can share real-world experiences, discuss industry trends, and offer advice on the skills and qualifications employers seek in engineering graduates.
- **Networking Opportunities:** Faculty and staff often have established professional networks. They can introduce students to industry contacts, alumni, and potential internship or job opportunities.
- **Internship and Job Search Guidance:** Mentors can provide feedback on resumes and cover letters, offer advice on interview skills, and help students navigate the often-competitive job market.
- **Understanding Workplace Culture:** Mentors can share insights into professional ethics, teamwork, communication in a professional setting, and other crucial aspects of workplace culture in engineering environments.

Personal Development:

- **Building Confidence:** Mentors offer encouragement and support, helping students overcome self-doubt and build confidence in their abilities as future engineers.
- **Developing Soft Skills:** Beyond technical expertise, engineering requires strong communication, problem-solving, teamwork, and leadership skills. Mentors can provide guidance and feedback on developing these crucial soft skills.
- **Improving Communication Skills:** Regular interaction with a mentor provides opportunities for students to articulate their ideas, ask questions effectively, and receive constructive feedback on their communication style.

- **Problem-Solving Strategies:** Observing how experienced faculty and staff approach challenges and seeking their guidance on difficult problems can enhance students' problem-solving abilities.
- **Work-Life Balance:** Mentors can share their experiences and offer advice on managing the demands of an engineering career while maintaining a healthy work-life balance.

The objectives of the mentor–mentee system are to:

- Monitor students' regularity, discipline, and overall conduct.
- Keep watch on performance, progress, and attendance of student
- Foster a stronger and more supportive teacher–student relationship.
- Provide guidance in academic and career planning, including career selection.
- Counsel students in addressing challenges, solving problems, and building confidence.
- Promote the holistic development of students—academically, personally, and professionally.

Role of the Mentor

The mentor plays a crucial role in guiding, supporting, and empowering the mentee. Their responsibilities include:

- Listening actively and patiently, while creating a safe and open environment for communication.
- Maintaining a non-judgemental and objective approach.
- Building a relationship based on trust and ensuring absolute confidentiality.
- Assisting the mentee in identifying personal and career goals.
- Providing constructive feedback, including an honest assessment of the mentee's strengths, weaknesses, opportunities, and challenges, to support effective goal setting.
- Guiding the mentee in recognizing and utilizing available opportunities to enhance performance and achieve goals.
- Recognizing limitations in providing counselling support and referring the mentee to a professional counsellor or psychologist when necessary.
- Sharing knowledge and skills to address the mentee's doubts and queries.
- Demonstrating empathy toward the mentee's problems and circumstances.
- Encouraging, motivating, and inspiring the mentee to stay focused on goals.
- Monitoring and supporting the mentee's regularity, sincerity, and commitment to academic and professional responsibilities, including attendance and examinations.

Role of the Mentee

The mentee plays an active role in ensuring the success of the mentoring relationship. Their responsibilities include:

- Initiating contact with the mentor when guidance or support is needed.
- Communicating openly, honestly, and respectfully about challenges and concerns.
- Actively engaging and participating in the mentoring process.
- Acknowledging and utilizing the mentor's support in identifying and refining goals.
- Working diligently and sincerely toward the mutually agreed goals.
- Continuously developing and strengthening interpersonal and professional skills.

Process of Mentoring

The mentoring process is a structured yet flexible approach designed to foster personal and professional growth.

Suggested Mentor -Mentee Ratio : 1:30 (This may vary according to the faculty strength of the department)

Durations : Program Duration (4 years)

Frequency: Twice in a semester

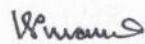
The faculty mentor meets the students at least twice in a semester. Also based on students need, they can meet for any guidance at any time during college hours. In meeting students can discuss issues like Professional guidance, career advancement, all-round development, course work specific, laboratory

specific, personal issues etc. Faculty maintains a Student Mentoring Form for each student to observe the progress in the student. HODs and Principal also meet students periodically to discuss the issues faced by the students.

Outcomes of the Mentor–Mentee Program

The mentor–mentee program is expected to yield the following outcomes:

- Empower students by imparting skills in self-awareness, self-management, social awareness, and relationship management.
- Identify students' learning abilities and address the requirements of those with special needs.
- Recognize slow and advanced learners and implement appropriate support or enrichment measures.
- Recommend curriculum enhancements to meet the evolving needs of students.
- Propose and initiate new courses that support students' career advancement.
- Provide constructive suggestions to the University for necessary curriculum revisions.
- Introduce modifications in teaching–learning pedagogies to improve effectiveness and engagement.



Dr. V. S. Purani
Principal

To

All Heads of Department
VGEC

Copy to:

1. All the Faculties (through Heads)
2. Office file

Student Mentoring Form

VISHWAKARMA GOVERNMENT ENGINEERING COLLEGE CHANDKHEDA, AHMEDABAD
 Student Mentoring Form Branch: _____

Name					Enrollment No.			
CPI								
Total Backlog								
Mobile Number			Email-ID			Parents Mobile Number		
Mentoring Details								
Sem.	Academic Related	Non-Academic Related			Mentor's Remark With Date			
I								
II								
III								
IV								
V								
VI								
VII								
VIII								

If required, Student can use additional page.