

# Student Mentoring

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Professor of ECE  
Dean, HS & CE,  
Student Mentoring  
GRIET



# Outline on Mentoring

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- What is Student Mentoring?
- Objectives of Student Mentoring?
- What is a Student Mentor?
- Characteristics of an effective Student Mentor
- Skills Required to be a mentor
- Roles and Responsibilities of Mentor
- Mentoring in GRIET

# What is a Student Mentor?

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- A student mentor will assist him/her in achieving their academic goals.
- Student mentors may help students with academic, personal, and professional issues, as well as give emotional support when needed.

Mentor Is			
Guide	Role Model	Sounding Board	Challenge
Encourage	Coach	Resource	Counsel
Confidential	Observer	Listener	Motivator
Committed	Honest	Network	Experienced
Goal Setter	Feedback	Friend	Supportive

# What is a mentee?

➤ Mentee is someone who has identified specific goals and who believes that the guidance and help of a mentor – and being held accountable to the mentor – can help them achieve their goal.

Mentee			
Drive	Question	Willing to learn	Honest
Committed	Takes the initiative	Receive feedback	Open
Organised	Self-developer	Explore self	Practice skills
Industry realities	Not-defensive	Career	Observe Boundaries

# What is Student mentoring?

- Student Mentoring is a unique method of supporting students to improve their learning skills, and developing overall personality.



# Objectives of Mentoring

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- To provide the platform to the students for sharing their problems related to academic and non-academic matters.
- To monitor the progress of the students.
- To provide career guidance and assistance to the students to grab the opportunity for their development and growth.

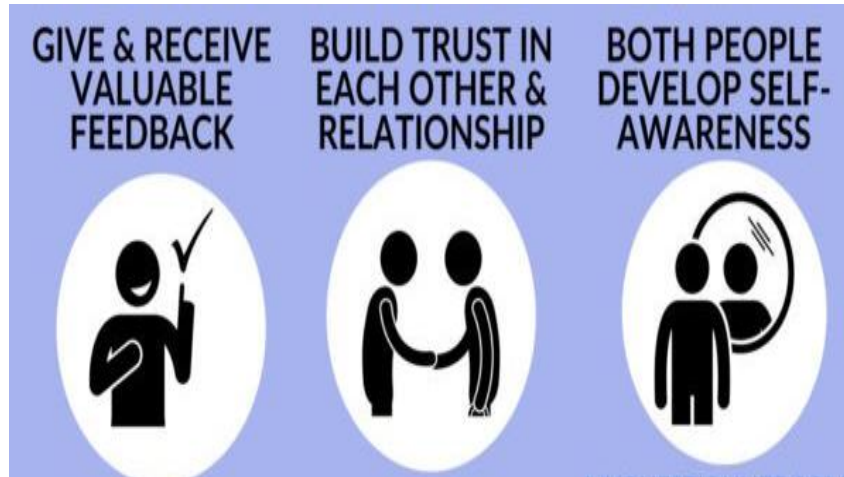
# Objectives of Student Mentoring

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- To identify the slow learners, fast learners and the weak students and provide an environment to grow and prosper.
- To provide an opportunity for overall development to all the students.
- To identify and mitigate psychological issues faced by students and refer them to experts for remedy.

# Characteristics of an effective student mentor

- Good listener
- Flexible
- Value-diversity of perspectives
- Knowledgeable
- Nonjudgmental
- Able to give constructive feedback
- Honest and candid
- Able to network and find resources
- Successful Guide
- Willing to devote time to develop progress of students
- Eager to learn





## Skills Required to be a Mentor

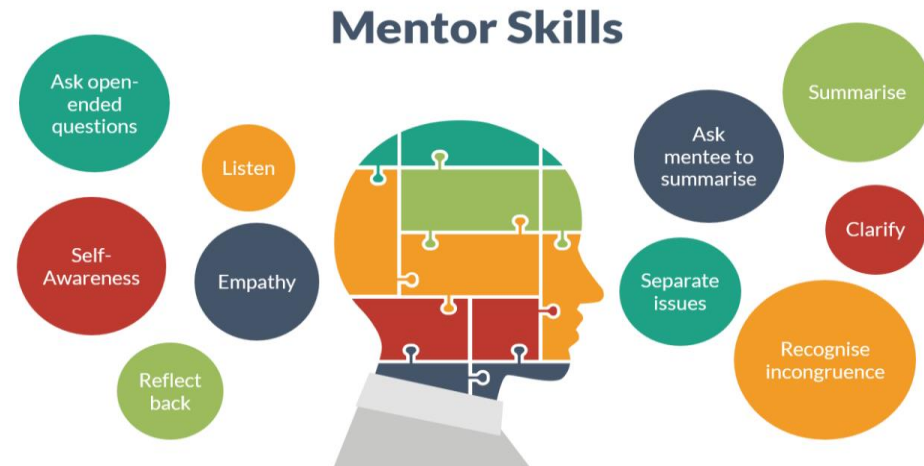
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- Self-Awareness-Mentor should have a good understanding of his/her own strengths.
- Credibility-Mentor should have personal and professional credibility.
- Accessibility- Mentor should be willing and able to commit sufficient time to mentee to offer support and guidance.

# Skills required to be a Mentor

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- Empathy-Ability to empathize with others
- Understanding-Mentor should be prepared to try to understand different perspectives, approaches and possibly backgrounds of different mentees.



# Mentor Responsibilities

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- Identify objectives, goals, needs and set goals of mentees
- Provide feedback on their growth and in their study programme.
- Identify mentees strengths and achievements

# Mentor Responsibilities

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- Identify areas of development and Explore career options
- Assist on specific areas if required and follow up on their progress
- Discuss professional courses/certificati courses/coaching issues etc..



# Mentor Responsibilities

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- Maintain confidentiality of the information shared by their mentees
- Schedule at least one face-to-face meeting with mentees per month

# Mentor Responsibilities

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- Collect and update all the mentees information time to time.
- Know about his/her mentees performance/credits/backlogs etc..
- Have the clear idea on mentee's goals/skills and health conditions



# Mentor Responsibilities

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- Give advices on roles and responsibilities, ethics, morals, do's and dont's in the institution.
- Motivate and council students about his shortage of attendance/credits/career prosperities and Campus Training programs.
- Communicate to mentee's parents/guardian time to time when it is necessary

# Benefits of Mentorship

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- Increased Institute graduation rates.
- Lower the Institute dropout rates.
- Healthier relationships and lifestyle choices.
- Better attitude about the Institute.
- Higher the Higher Studies enrollment rates and higher educational aspirations.
- Enhanced self-esteem and self-confidence.



# Mentoring Plan of Action

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**Communication, clarity, and commitment** are the 3 C's of effective mentorship.

The **Clarity** in terms of the intent of the programme,  
**Communication between participants,**  
**Commitment** towards the Student Overall Development



# Mentoring- A System/Process for Success

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# Role of a Mentor

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# Mentoring Plan for Students

## Mentoring Action Plan Worksheet

Creating a Mentoring Action Plan helps mentors and mentees work together to create a framework for their mentoring relationship.

**Step 1:** Define the goal the mentee hopes to achieve by the completion of the mentoring relationship. Ensure the goal is SMART.

**Step 2:** Identify strategic actions that help the mentee reach their goal.

**Step 3:** For each strategic action:

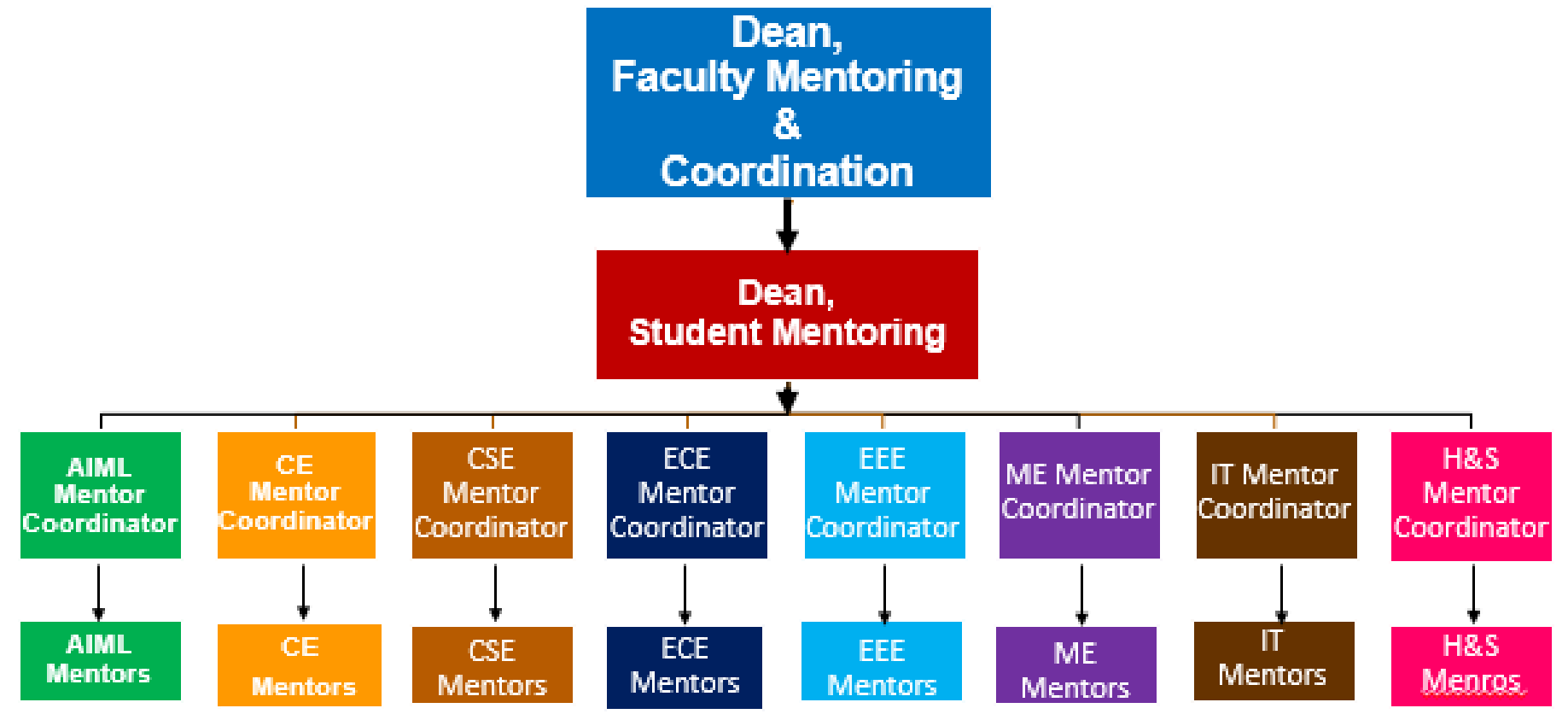
- Determine mentee's action steps.
- Determine mentor's action steps.
- Identify potential obstacles and challenges.
- Identify resources needed.
- Set a timeline for completion.



Goal

Specific, Measurable, Attainable, Relevant and Time Based

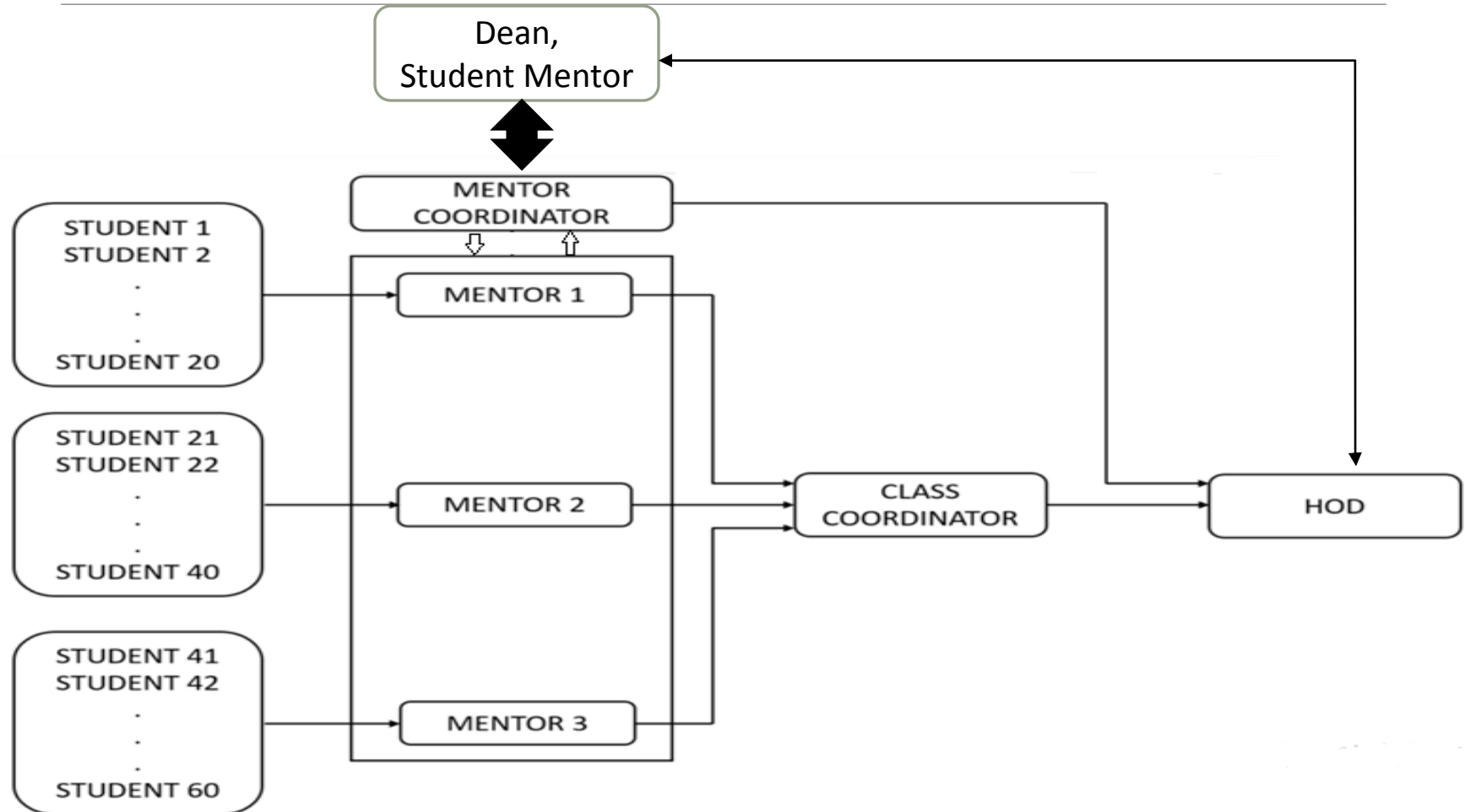
# Mentoring System in GRIET



# Department Mentor Coordinators

S.No	Department	Coordinator
1	AIML	Dr. Sanjeev
2	CE	Mr. Srikanth
3	CSE	Ms. Vijetha Dev
4	ECE	Ms. Lavanya
5	EEE	Ms. Usha Kiran
6	ME	Mr. Krishna Mohan
7	IT	Dr. Sri Lalitha
8	H&S	Dr. Rajeshwari

# The Mentoring System In GRIET



# Mentoring System in GRIET

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- ❖ Allotting Mentors to all students
- ❖ Mentor, Mentee Ratio: 1:20
- ❖ Detailed information of the mentee obtained in the first year
- ❖ Continuous monitoring by the mentor till he/she leaves the Institution.
- ❖ Conduct PTM for time to time.
- ❖ Maintain Complete record of the mentee by the mentor till the end of the Programme.



# Mentoring System in GRIET

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- ❖ In first year, mentoring is being taken up by first year faculty.
- ❖ From the II year onwards, respective department faculty will take up the mentoring activity.
- ❖ All the records of the first year mentees will be transferred to the allotted mentors of the concerned department.
- ❖ The same mentor is continued till the end of the programme for better understating and monitoring of the mentee.

# Mentoring Mechanism in GRIET

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- ❖ Identify the problems/Interests of the Mentee
- ❖ If required, refer the Mentee to an expert for further guidance(attached sample form)
- ❖ Get feedback from the expert.
- ❖ Sort-out the issues if any, and inform parents.
- ❖ Keep record of the activity of each student.
- ❖ Finally Send monthly statement of mentoring activities in the month to Dean, Student Mentoring through Dept Mentor Coordinator.

# Mentoring Mechanism in GRIET



Activities		Expert
Academic Activities	<b>Mentor has to Refer the Mentees On the issues (If Any) for Further Guidance to Expert</b>	HOD/DAA
Backlog Subjects		Dean, Finishing School
Career Guidance		Dean, Career Guidance
Internships		Dean, Internships
Higher Studies		Dean, HS & CE
Behavioral/ Psychological		Dr, Butchi Raju Garu(Radio) Psychological Counsellor
Entrepreneurships		Dean, EDC
Discipline		Dean, Discipline
Certification Programs		Dean, Skill Plus
Co and Extra Activities		Dean, Student Affairs
Sports and Games		Physical Director
Hackathons/JHUB		Dean, Innovations & Technologies

# Mentoring Forms: Psychological Counselling

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**Psychological Counselling Form**  
**Gokaraju Rangaraju Institute of Engineering and Technology**  
**(Autonomous)**  
**Hyderabad**

Name of the Student:		Parent Name:	
Course: (B.Tech/M.Tech)		Parent Details (If any)	
Roll Number:		Parent Phone Number:	
Branch/Year/Section:		Mentor Name:	
Phone Number:		Mentor Phone Number:	

Brief Description of the problem as identified by the mentor:

Mentor Signature with date

Observations/Suggestions of the Psychological Counsellor

Psychological Counsellor Signature with date

# Mentoring Forms: Career Guidance



**Career Guidance Cell**  
**Gokaraju Rangaraju Institute of Engineering and Technology**  
 (Autonomous)  
**Bachupally, Hyderabad**

## Career Guidance Form

Name of the Student:	
Course: (B.Tech/M.Tech)	
Roll Number:	
Branch/Year/Section:	
Phone Number:	
Parent Name:	
Parent Details (If any)	
Parent Phone Number:	
Mentor Name:	
Mentor Phone Number:	

Brief Description of Mentees interests and ambitions/Goals as identified by the mentor:

Mentor Signature with date

Feedback: Recommendations/Suggestions to the Mentee by the Dean, Career Guidance

Dean, Career Guidance Signature with date

# Mentoring Forms: HS & CE



**Higher Studies and Competitive Examinations Centre**  
**Gokaraju Rangaraju Institute of Engineering and Technology**  
(Autonomous)  
**Bachupally, Hyderabad**

## HS & CE Centre Counselling Form

Name of the Student:	
Course: (B.Tech/M.Tech)	
Roll Number:	
Branch/Year/Section:	
Phone Number:	
Parent Name:	
Parent Details (If any)	
Parent Phone Number:	
Mentor Name:	
Mentor Phone Number:	

Brief Description of Mentees interests and ambitions/Goals on his Higher Studies and Competitive Examinations as identified by the mentor:

Mentor Signature with date

Feedback: Recommendations/Suggestions to the Mentee by the Dean, HS & CE

Dean, HS & CE Signature with date

Activate Windows

# Mentoring Forms: Remedial Classes



**Higher Studies and Competitive Examinations Centre**  
**Gokaraju Rangaraju Institute of Engineering and Technology**  
 (Autonomous)  
**Bachupally, Hyderabad**

## Remedial Classes Work Requestion Form

Name of the Student:	
Course: (B.Tech/M.Tech)	
Roll Number:	
Branch/Year/Section:	
Phone Number:	
Parent Name:	
Parent Details (If any)	
Parent Phone Number:	
Mentor Name:	
Mentor Phone Number:	

Brief Description of Mentees backlog subjects and identified immediate actions/requirements to conduct the Remedial Classes as identified by the mentor:

Mentor Signature with date

Feedback: Recommendations/Suggestions to the Mentee by the Dean, Remedial Classes

Dean, Finishing School Signature with date

# Mentoring Forms: Academic Activities



**Higher Studies and Competitive Examinations Centre**  
**Gokaraju Rangaraju Institute of Engineering and Technology**  
(Autonomous)  
**Bachupally, Hyderabad**



## Academic Activities Counselling Form

Name of the Student:	
Course: (B.Tech/M.Tech)	
Roll Number:	
Branch/Year/Section:	
Phone Number:	
Parent Name:	
Parent Details (If any)	
Parent Phone Number:	
Mentor Name:	
Mentor Phone Number:	

Brief Description of Mentees class attendance, his/her involvement in studies (Theory & Classes), and their obtained Credits in examinations etc.as identified by the mentor:

Mentor Signature with date

Feedback: Recommendations/Suggestions to the Mentee by the HoD/DAA

HoD/DAA with date



## Monitoring of Mentoring Activity

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- Conduct weekly Mentoring Sessions as per the schedules and submit evidences(Session Photos) to respective department Mentor coordinator.  
*(Proforma Attached)*
- Department Mentor Coordinator will submit the consolidate monthly report for that department at the end of the depart. *(Proforma Attached)*
- After completion of PTMs, Department Mentor coordinator will submit 360 degrees repot on activity.*(Proforma Attached)*

# Mentoring- Schedules



Gokaraju Rangaraju Institute of Engineering and Technology (Autonomous)  
Bachupally, Kukatpally, Hyderabad-90  
Mentoring Sessions Timetable for AY :2022-23

Period Day	1 8.50AM/9AM/ 10AM	2	3	4	5	6 2.45PM/2.50PM /3.50PM
Mon	I-Year	I-Year	I-Year	III-CSE	II-CSBS I-Year	II-AIML-B
				I-Year		II CSE
						I-Year
Tue	I-Year	I-Year	III-CIV	I-Year	II-ME I-Year	III-ECE
			I-Year			I-Year
			II-AIML-C			
Wed	I-Year	I-Year	III-DS	I-Year	I-Year	I-Year
			I-Year			
Thu	I-Year	I-Year	III-EEE	II-EEE	II-IT I-Year	III-IT
			I-Year	I-Year		I-Year
						II-AIML-A
Fri	I-Year	II-ECE	I-Year	I-Year	I-Year	III-CSBS
		I-Year				II-CIV
						I-Year
Sat	I-Year	II-DS	III-AIML	I-Year	I-Year	III-ME
		I-Year	I-Year			I-Year

Dean, HSCE and Student Mentoring

# Mentoring System in GRIET





# Mentoring System in GRIET (One to One Interaction)










**Student Monthly Mentoring Form (For the Month of: \_\_\_\_\_)**  
**Gokaraju Rangaraju Institute of Engineering And Technology (Autonomous), Hyderabad, 500090**


#	Roll Number	Have you Satisfied with Student Monthly Attendance? YES/NO (If No, Specify your actions(s) on it)	Student Attended all MID Exams (if any) in this month? YES/NO (If No, Specify the Reason(s))	Have you Contacted Student Parent/Guardian? YES/NO If YES, Give any Key discussion(s)	Student maintaining consistency In studies? YES/NO If NO, Mark the Reason(s)	Student participated in any Co & Extra Curricular Activities in this month? YES/NO If YES, Mark the Event details	Student Needs Motivation On Academics /Higher Studies/etc...? YES/NO If YES, Specify the type of motivation is required	Student Needs General Counselling (Mental Health Condition/any other issues)? YES/NO If YES, Mark the action taken	% CGPA Up to the Last Semester	Any Backlogs YES/NO If Yes Specify the number
1										
2										
3										
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# Model of Monthly Mentoring Report


  
**Gokaraju Rangaraju Institute of Engineering and Technology, Hyderabad**  
**(Autonomous)**  
**Department of Civil Engineering (CE)**  
**Monthly Mentoring Report: April-2023**





S.No	Academic Year	Year & Sem	Date of the Mentoring Session	Number of Students Mentored During the Session	Outcome of the Session(s) & Remarks	Evidence (Photos with students)
1	2022-23	III-II	05/04/2023	2	Discussed regarding progress of Academics, and suggested to focus on career planning	
2	2022-23	III-II	12/04/2023	2	Discussed regarding progress of Academics and suggested to focus on career planning	
3	2022-23	III-II	19/04/2023	2	Discussed regarding progress of Academics and suggested to focus on career planning	
4	2022-23	III-II	26/04/2023	4	Discussed regarding progress of Academics and suggested to focus on career planning	


  
 HoD


  
 Dept. Mentor Coordinator

# Model of Monthly Mentoring Report

  
**Gokaraju Rangaraju Institute of Engineering and Technology, Hyderabad**  
**(Autonomous)**  
**Department of Civil Engineering (CE)**  
**Monthly Mentoring Report: April-2023**

S.No	Academic Year	Year & Sem	Date of the Mentoring Session	Number of Students Mentored During the Session	Outcome of the Session(s) & Remarks	Evidence (Photos with students)
1	2022-23	II-II	04/04/2023	2	Discussed regarding progress of Academics and suggested to focus on career planning	
2	2022-23	II-II	10/04/2023	2	Discussed regarding progress of Academics and suggested to focus on career planning	
3	2022-23	II-II	18/04/2023	2	Discussed regarding progress of Academics and suggested to focus on career planning	
4	2022-23	II-II	25/04/2023	4	Discussed regarding progress of Academics and suggested to focus on career planning	

  
HOD

  
Dept. Mentor Coordinator

# Format: PTM Report



**GOKARAJU RANGARAJU INSTITUTE OF ENGINEERING AND TECHNOLOGY  
HYDERABAD  
(AUTONOMOUS)**

**Department of ----- Engineering  
A Report on Parent Teacher Meeting**

The department of ----- Engineering has arranged a Parent Teacher Meeting on DD/MM/YYYY in the Department.

**Agenda of the meeting:**

1. Interaction between parents and teachers for creating healthy teaching-learning environment.
2. To refresh rules and regulations of GRIET.
3. To inform parents regarding Detain Rules and Attendance Rules.
4. To check and improve academic performance of students.
5. To improve result of students by taking various actions.
6. Feedback will be given by parents.

**Attendance of meeting:**

In said meeting HoD and all mentor teaching faculties were present to welcome and address all the parents who joined the meeting. Following are the details of parents who joined and discussed about their wards in the meeting.

S.No.	B.Tech/M.Tech	Number of Parents Attended	Discussions/Outcomes
1	Semester/Year	Write Here	Write Here


Mentor Coordinator

HOD

A  
G



# Action Taken Repot (360 Degrees Mechanism)

 <b>Gokaraju Rangaraju Institute of Engineering and Technology</b> <b>(Autonomous)</b> <b>Bachupally, Kukatpally, Hyderabad – 500 090</b>				
RollNo.	Student Name	Comments	Remarks By Dean, HSCE and Mentoring Coordinator	Remedial Actions by HOD
21241A0489	K Siddarth Shrishail	Student is not attentive in class room and had some psychological problem	Referred to psychological Counsulr	HOD discussed with Psychological counsellor and sortedout problem of student
Major project Batch 3		Students faced difficulty in simulating their research in Multisim.Parents requested for Project change.	Requested HoD to attach suitable faculty to help them for their simulations	HoD sortedout the student problem
Dept. Mentor Coordinator			HoD	

# PTM to I Year Students on 28/02/2023





# PTM to II, III Year Students on 26/11/2022

PTM to II Years on 26/11/2022  
Dr. T. Jagan  
Dean, HS & CE,  
Coordinator,  
Students Mentoring



**Students Mentoring: Conducted PTM(Prarent Teacher Meeting) to all II Year Students today(26/11/2022) from 10:00AM to 2:00PM**



# GRIET SKILL SERIES-I

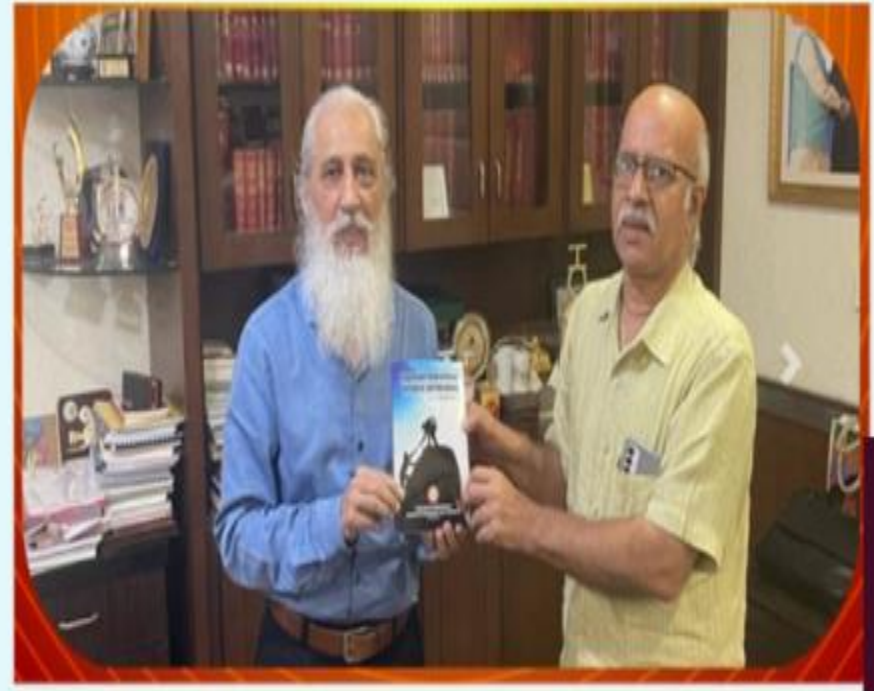
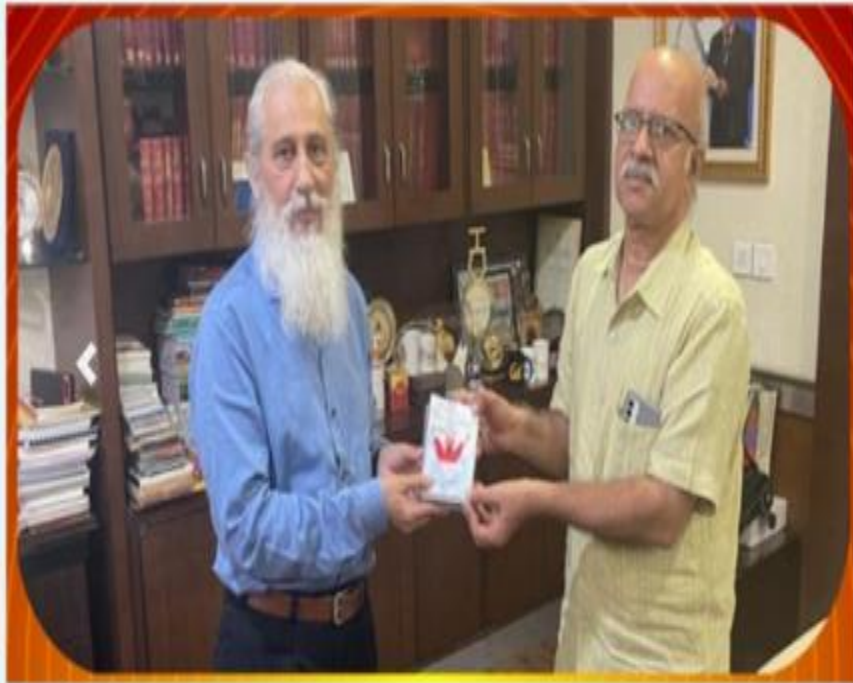


# GRIET SKILL SERIES-I





# GRIET SKILL SERIES



**Dr. Anil Sahasrabuddi, Chairman AICTE, Launched Griet Skill Series Books in New Delhi**

Link for Books Soft Copies: <https://www.griet.ac.in/administration.php> =>Griet Skill Series



Thank You