



MENTORSHIP POLICY



PACE

INSTITUTE OF TECHNOLOGY & SCIENCES

AUTONOMOUS

Approved by AICTE and Govt. of A.P. Accredited by **NAAC(A Grade)**
Recognized under 2(f) & 12(B) of UGC, Permanently Affiliated to JNTUK
An ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certified Institution

NH-16, Near Valluramma Temple, Ongole-523272, Prakasam Dist, Andhra Pradesh



SRINIVASA EDUCATIONAL SOCIETY'S
PACE INSTITUTE OF TECHNOLOGY & SCIENCES
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NH-10, Near Valluramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph.: 08982 278315, 9581456310 | www.pace.ac.in

Mentorship Policy

ABOUT THE INSTITUTION:

Pace Institute of Technology and Sciences (PACE ITS), was established Under the Srinivasa Education Society by the founders Dr. M Venugopal Rao, Chairman, and Dr. M Sridhar, Secretary & Correspondent, in 2007 at Valluru village near Ongole. It has been running successfully since the academic year 2008-09. The management has pioneered the programs such as B.Tech, M.Tech, and MBA.

Vision of the Institution:

Our vision is to impart futuristic technical education transforming the students technically superior, ethically strong and self-disciplined to serve the nation as a valuable resource.

Mission of the Institution:

- To inculcate quality education by implementing innovative teaching-learning methods and state-of-the-art facilities.
- To enrich the intellectual know-how, credibility and integrity of the students to necessitate industry.
- To recognize as scholarly and influential leaders in engineering education, and to develop human power with creativity, advanced technology and passion for the betterment of future nation.

The Mentorship: Faculty mentors play a crucial role in mentoring graduates. Students and their mentors share responsibility for ensuring productive and rewarding mentoring relationships. Both parties have a role to play in the success of mentoring. For graduate students, a mentor is someone who serves. As a guide throughout their institutional training. They provide both professional and personal advice to the students. They further give constructive feedback on writing, teaching and other elements of career design. They can serve to help students balance professional goals with their personal lives or give emotional encouragement during challenging times.

Objectives:



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- To establish a first line of communication for each student with the institution.
- To create a sense of oneness among students with the institution.
- To identify and mitigate psychology societal and other issues faced by students and counsed there or refer them to experts for remedy.
- To make the students be self-aware of their strengths and weakness and take necessary Remedial Action.

The Practice:

- Each faculty member is the mentor of a group of 15 students allocated to him/ her by the Head of the Department. Those faculties will continue to be the mentors for the same group of students till their current semester.
- The teacher mentor collects personal information from the ward without touching sensitive issues or forcing any information out of the wards and then provides the needed counselling to the wards.
- Learners who are at-risk of drop-out will have the opportunity to work with a mentor whose role will be to provide them with additional support in academic issues.
- Critical issues are brought to the notice of the Head of the Department.
- The teacher meets the wards informally outside class hours as well and guides them regarding their career options.
- A documented record of the mentoring process is maintained by the mentor teacher and the Head of the Department for reference purposes.
- When the students enter the college, they get lost in the crowd with too many students in the same class coming from different backgrounds these students face stress of complex course, peer pressure, and emotional immaturity. Therefore, it is the need of the hour to intervene and introduce mentorship program to this vulnerable group.

Responsibilities of Teacher Mentor:

The teacher mentor will perform the following functions



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- Meet the group of students at least twice a month.
- Maintain a mentor-mentee detail progressive record of the student.
- The mentor will play a critical role in the mentees' Internship and Placements by helping them prepare for the professional competence program.
- Keep contact details of students and parents.
- Send letter to parents/guardian for parents meet and also contact parents/guardian if situation demands.
- Continuously monitor, counsel, guide and motivate the students in all academic pursuits.
- Advises students in their career development/professional guidance.
- Keeps contact with the students even after their graduation.
- Intimates HOD and suggest if any administrative action is called for.
- Maintains a brief but clear record of all discussions with students.

Sharing of Mentee Information:

In case the mentor leaves, the information about the mentee needs to be shared with the new mentor. There is a handing over form which needs to be signed by both the new and the old mentor.

Responsibilities of a Mentee:

- Mentees should be regular and punctual for meetings with the mentor.
- They must adhere to the Mentoring Programme procedures.
- They must attend training as directed by the mentor.


PRINCIPAL
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