Government of Bihar
Department of Science & Technology, Patna, Bihar

Letter No.- **WB/TEϕIP-III/37 - 2018** - **2974**   Patna, Date:- **29.10.2018**

From,

     Director,
     Dept. of Science & Technology,
     Bihar,
     Patna

To,

     Principal,
     Govt. Engineering College, Bakhtiyarpur, Bhagalpur, LNJPIT Chapra, Gaya, Muzaffarpur, Motihari, Chandi, Sitamarhi, Darbhanga, Madhepura, Begusarai, Katihar, Sasaram, Purnea, Saharsa, Supaul, Vaishali, Jamui, Banka

Subject: Regarding starting Student Mentorship Program in Engineering Colleges

Dear Sir,

     Department of Science & Technology strives for the betterment of quality of life and education of our engineering students. Keeping this vision in view, it is proposed to start mentorship program in all the engineering colleges wherein a mentorship cell would be established. The cell will comprise of a Head of Student Mentorship Cell (SMC) along with two SMC coordinators. Each department will allocate around 20 students to a single faculty member who will act as a mentor to these 20 students. The SMC Cell will centrally manage and monitor all the mentors and keep a record of all mentors and their mentees and regularly perform SMC audit. SMC Cell will also be responsible for resolving issues related to the mentorship program and would ensure smooth conduct of the program. Role of mentor is attached herewith.

     Each mentor would be required to maintain a file which will have all necessary records of the mentees. Records required to be maintained by each mentor in respect to their mentees is attached with this letter, in the form of Mentor file.

Your faithfully,

22.10.18

Director,
Department of Science & Technology,
Bihar, Patna

Note on Modalities of Student Mentorship Program

1. The Principal should constitute a student mentorship cell at college level. The SMC would consist of one faculty member from each department with the following designations:
   a. One Student Mentorship Cell Head (SMC Head)
   b. Three or four Student Mentorship Cell Coordinators (SMC Coordinator)

2. Head of the Department (HoD) will,
   a. Meet all mentor of his/her department at least once a month to review proper implementation of the system
   b. Advice mentors wherever necessary.
   c. Initiate administrative action on a student when necessary.
   d. Keep the head of the institute informed.

The Student Mentorship Cell (SMC) will be responsible for:

Allocating a faculty mentor to a group of 20 students keeping in view student and respective

3. faculty mentor department
   a. Maintaining a record of all faculty mentors and their respective mentees from all departments. This data will be sought from individual faculty mentors department wise.
   b. Regular evaluation and checking of mentorship files
   Resolving any issues faced by individual faculty mentor and/or their mentee. The issues may be
   c. academic or financial or psychological etc.
   d. Maintaining mentorship files submitted after passing out of a particular batch.
   Ensuring that the Mentor-mentee arrangement remains for the entire 4 years duration of the stay
   e. of the student in the college.
   f. Ensuring that the students as well as faculty mentors should be from the same department/discipline.
   g. Ensuring that the student groups meet with their faculty mentors once a month and this should be a scheduled meeting shown in the timetable. (The groups are free to meet together on their own
   h. more often and the student groups may be invited to their faculty mentor's home for dinner or tea, nature walk, etc. - Ref "Student Induction Program: A Detailed Guide ")

4. Faculty Mentor will be responsible for:
   a. Maintains a mentorship file as per the guidelines mentioned in the "Student Mentorship Programme - Mentorship File"
   b. Provides the student information sheet to each men tee on the first day of the semester and ensures that each men tee fills the student information sheet and the faculty mentor compiles it in his/her mentorship file.
   c. Ensures that all mentor-mentee meetings planned during the semester are held on time.
   d. Any issue reported by the mentee will be recorded in the mentorship file and reported to the Head of the department through the SMC. The HoD will be responsible for resolving the issue at departmental level. For example, arrangement of extra classes for academically weak students etc.
   e. The issues which are not resolved at departmental level will be recorded in the departmental committee meeting minutes and will be taken to the Principal for his views or actions.

*Detailed role of a mentor is mentioned in the "Student Mentorship Programme - Mentorship File".*

5. Student Mentee
   a. Mandatorily fills the student information sheet provided by the mentors on the first day of the semester
   b. Will feel free to approach his faculty mentor, when facing any kind of problem, whether academic or financial or psychological etc.
   c. Mandatorily attend the mentor mentee meetings planned during the semester. In case he/she is unable to attend without prior information, a written explanation will be submitted to the faculty mentor by the student.
   Note: There should be either a female faculty as Mentor for group of girl students or there should at least three female students in one mentor group.
   Further, no student belonging to the home district of the mentor should be included in his mentor group.

Mentorship File
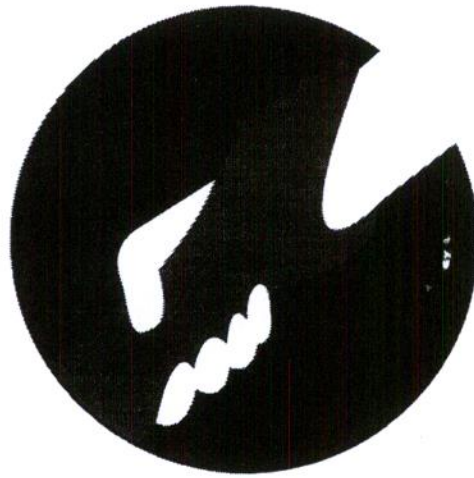
College Name	
Academic Year	
Semester	
Batch	
Branch	

This file contains all the details of a Mentoring Session

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Student Information Sheet

To be submitted to the respective mentor on the first day of the semester

Academic Year:_____   Semester:_____

Name of the student:	Father's Name:
Roll No. -	Email ID of parents:
Email ID of student:	Mobile/Landline No. of parents:
Mobile No. of student:	Permanent Address:
Blood group of student:	Course in which student has a failure grade

		Course Code	Course Name
Allergies, if any:			
Name & Email ID of Teacher Mentor:			
Cumulative Grade Point Average (CGPA) till last declared result:			

Status: Hosteller / Day Scholar – Please tick	Hosteller	Day Scholar

In case of hosteller	**In case of day scholar**	
Name of Hostel:	Travelling in College Bus: YES / NO (Circle the right choice)	
	If, YES	If, NO
	Bus No.	Name and contact No. of local guardian/PG Owner
Room No.-	Pick Up Point	Type of vehicle by which travelling to the college:
Name & Contact No. of Warden:	Travelling from (Write complete address):	Registration No. of the Vehicle: (Write NA if travelling by City Bus)
		Do you have a valid driving license: YES/NO
		If Yes, is it for Two-Wheeler/Four Wheeler (Tick)
		Driving License No.
		Valid from: Valid upto:

Courses taken by the student in the current semester

Sr. No.	Course Code	Course Name	Sr. No.	Course Code	Course Name

Students must ensure minimum 75% attendance in all courses in which they are registering in the current semester. In case of non-compliance of the instruction, the university may debar the students from appearing in the Semester Examination

Note: Parents are requested to cross-verify the information filled in by their ward in the registration form and then sign. They should keep a photocopy of this form.
Mentors are required to check all information filled in by the student and verify the facts.

    Signature of Student   Signature of Parent   Signature of Teacher Mentor
         with date   with date   with date

STUDENT MENTORSHIP CELL (SMC)

Vision of SMC

Through the mentorship program, the mentors will prepare the mentees or students to conquer the challenges they face while embarking on a new journey of life.

Mission of SMC

SMC is dedicated to create an environment for growth and development of the student to become successful and in providing the services, resources, and support needed to confide with his or her major goal or career aspirations.

SMC-Objectives

1. To assist students transitioning and provide them with resources to aid in major/social/ personal/ academic exploration.

2. To assist undergraduate students in the College to achieve high levels of retention and progression towards their degree.

3. To provide support to students and develop relationships and networks on campus.

4. To provide an additional point of contact for the students to gain knowledge of the academic system, the admission process, Department Resources, and campus resources in a structured mentee-mentor format.

Coordinator, Student Mentorship Programme

Role of Mentor

- Mentor would be the Guardian-on-campus for the student/mentee
- Maintain the student information sheet of student [Contact details, Parents, Blood group allergies to medicine, past achievements etc.].
- Any kind of leave sanction by mentor. [Keep Xerox of leave form]. All student's record e.g. his leave records/official leave/medical leave/hostel leave etc maintained by mentor in his mentorship file.
- Undertaking in case of short attendance and regular counseling of such cases.
- Continuous monitoring of his/her mentees
- Interaction with parents regarding student's academics/ achievement/indiscipline.
- Maintain any kinds of achievements [appreciate and keep consent form in records].
- Undertaking in case of any indisciplinary action and grooming of such cases regularly by providing them a personal touch.
- Regular monitoring and diagnostic type of counseling for academically lacking students.
- Remarks for short attendance given by mentor based upon the genuinity of the case.
- Schedule of regular meetings with mentees at least thrice in a semester and to solve all kinds of issues faced by students during their stay in the Institute.
- Any change in name address or any error in all details is corrected only after mentor remarks based upon proper verification.
- Keeping a record of registration to new courses /new semester of his/her mentees. Student contact to authorities for any task through his/her mentor only except some exceptional cases.
- Encourage students to excel in their professional areas by providing them an advance exposure of emerging areas in their respective streams.
- New information provided to student by mentor [indoor/outdoor opportunities].
- To encourage students to participate actively in co-curricular activities. Any participation of the student indoor/outdoor is judged by activity in-charge and based upon his/her remarks; mentor forwards his/her case to dean student's affair.
- To provide mentees constructive and supportive feedback in a timely manner.
- Provide timely feedback regarding any issues to HoD in the monthly meetings.

Mentor Interaction Timeline

SCHEDULE OF MENTORSHIP TASKS:

Sr. No	Mentorship Task Description	Important Dates
1.	Mentor Allotment and List of Mentees finalised	
2.	Registration and *First Mentorship Meeting – Mention Date	**Week 1 -
3.	Regular Class Work Starts	
4.	Submission of status List of Unregistered/ Unreported Student	
5.	Inspection of Mentor File	
6.	*Second Mentorship Meeting – Mention the exact meetings dates once the meeting has been conducted (Update Mentorship Files and add comment on student on file if required)	**Week 4 -
7.	Student list with low performance (w.r.t attendance, marks, participation in co-curricular activities) and behavioral problems prepared – Actions to be taken is planned	
8.	*Third Mentorship Meeting – Mention the exact meetings dates once the meeting has been conducted (Update Mentorship Files and add comment on student on file if required)	**Week 8 -
9.	Submission of Student performance report in mentorship cell along with status of submission.	
10.	*Fourth Mentorship Meeting– Mention the exact meetings dates once the meeting has been conducted (Update Mentorship Files and add comment on student on file if required)	**Week 12 -
11.	Preparation of list of Students who have attendance below 75% - Send information to parents and talk to parents Preparation of list of Students having attendance less than 25% - Arrange a meeting with the parents in college premises	
12.	Action Taken report for the students with low performance (w.r.t attendance, marks, participation in co-curricular activities) and behavioral problems	

Note:
   *Faculty members are advised to convey meeting dates to students through announcement in the class/ whatsapp/email/call etc. well in advance.
   **Generally one semester comprises of 15 weeks

Co-ordinator
SMC

RECORD OF MINUTES OF MEETING – (I/II/III/IV)

NAME OF MENTOR_____   SECTION._____

PROGRAM_____

DATE	TIME	VENUE	TOPIC OF CONVERSATION	TYPE OF INFORMATION YOU PROVIDED	ANY FEEDBACK FROM MENTEE	REMARKS/ANY SOLUTION FROM MENTOR

- *Attach attendence sheet in preferred format.*

SIGNATRE OF MENTOR

Record of Communication With Parents

Name of Mentor: _____ Batch: _____

Degree Programmes: _____ Semester: _____ Academic Year: _____

Sr.no	STUDENT ID	STUDENT NAME	DATE	TYPE OF COMMUNICATION (TELEPHONIC /PERSONAL)(In personal meeting mention venue)	NAME AND RELATION OF THE PERSON WITH WHOM COMMINICATION WAS DONE	TOPIC OF CONVERSATION	OUTCOME OF CONVERSATION	ANY SUGGESTIONS FROM THE PARENTS	SIGN	DATE OF ENTRY IN FILE	REMARKS

ACTION TAKEN REPORT FOR REGULAR MAINTENANCE OF PERFORMANCE OF STUDENT HAVING CGPA < 6.0

Sr.No	Student Roll No.	Student Name	Description	Follow up Action

- *Attach proof/any supporting document for action taken.*

SIGNATRE OF MENTOR