



srivenkateshwarraa
College of Engineering & Technology
(Approved by AICTE, New Delhi & Affiliated to Pondicherry University, Puducherry)
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ASPIRE TO EXCEL



MENTOR-MENTEE POLICY



Mentor-Mentee Policy Documents

Name of the Policy	Mentor-Mentee Policy	Policy Number	SVCET2023/14
Prepared by	Mrs. Anitha, HOD ic /MBA SVCET	Date of Submission	16.02.2023
Reviewed by	Dr.V. Nagaraj, IQAC- Coordinator, SVCET	Revised Date (if any)	Nil
Approved by	Dr.S. PradeepDevaneyan Principal, SVCET.	Date Approval	17.02.2023
To whom the policy is applicable	Staffs of SVCET.	Version Number/Frequency no	2/5

S. No	Name of Authority	Designation	Signature
1.	Mrs. Anitha,	HOD i/c /MBA SVCET	
2.	Dr.S. PradeepDevaneyan	Principal, SVCET	
3.	Dr.V. Nagaraj,	IQAC- Coordinator, SVCET	





Mentor – Mentee System:

Rural background students enrolling in professional engineering colleges encounter various challenges. To enhance their ability to meet the evolving demands of the industry, proper guidance becomes essential. Recognizing this need, our institution has established an effective Mentor-Mentee system. The primary objective is to provide unwavering support and direction, closely monitoring each student's performance through the following guidelines:

1. Based on admission every year , students will be allotted to mentors .
2. Faculty members within each department are designated as mentors for groups of students based on admission numbers.
3. Mentors actively identify challenges faced by their mentees and closely supervise to enhance their potential.

Mentor Responsibilities:

1. Conduct mentor meetings biannually or more frequently if necessary.
2. Stay informed about the background details of assigned mentees and offer mental support through proper counseling as needed.
3. Guide and motivate mentees in the right direction to address challenges throughout their engineering education.
4. Foster a healthy relationship with mentees, addressing personal grievances when the situation demands.
5. Provide counseling, guidance, and advice to mentees to help them achieve their academic and career development goals.

Mentee Responsibilities:

1. Cultivate a positive and supportive relationship with the mentor.
2. Attend counseling meetings twice a semester or more if required.
3. Communicate academic performance and reasons for any setbacks in both internal assessments and university examinations.
4. Clearly articulate the specific support needed from the mentor for improvement.
5. Prioritize mentor guidance and maintain regular follow-up to ensure progress.

