

(Formerly Known as Babu Banarsi Das National Institute of Technology and Management)
(Recognized by AICTE. Govt. of India, affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow)

AKTU COLLEGE CODE - 054

MENTOR AND MENTEE POLICY

The institute has adopted mentor-mentee practices in the curriculum to resolve the various problems of students and to understand the real learning perspective of each student. Accordingly, Mentor and mentee groups have been created where each faculty has been allotted a particular number of students as mentees. Program coordinator has to guide the Class coordinator to assigned faculty as mentor for each group of students. The number of students allotted to each mentor in the institute varies from a minimum of 5 to a maximum of 25. The mentor would investigate the assigned student's academic progress/deficiencies, discuss with other subject faculty and HOD about their behavior in the classroom and examine any unusual behavioral patterns and instances. The mentor is also responsible to identify the gap in the performance of the student assigned and suggest the most suitable solution. The Mentor-Mentee policy provides academic and behavioral assistance to all students. Under this system, the academic support facilitated to the students are:

- 1. A group of students is assigned a faculty member as a mentor for each semester starting from the first year. A file on the progress of each student is maintained, which is transferred from one mentor to the next as the student progresses from one semester to the next.
- 2. The faculty mentor will support his/her mentee by supervising the mentee's development continuously and the same is communicated to his/her parents.
- 3. Students are encouraged to approach the mentor or any faculty for any kind of guidance personal, professional, and so on. In case of more serious issues, the students can approach the Student Counselling Cell or the Student Grievance Cell to mitigate their problems.
- 4. Faculty members associated with the Students Welfare Centre counsel students on diverse issues ranging from personal psychological to social and academic in case a need is perceived.
- 5. Student activities like Academic, Curricular, Co-curricular, Extra Curricular achievements, social activities, participation in any competitive examination and the details of Parent-Teacher meetings are registered in the Student Mentoring System. The mentors meet the students periodically or schedule an online meeting and monitor their performance and their activities.



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- 6. Mentor-Mentee meetings are held at the end of each month and as needed, during which Mentors deliver their reports and mentoring forms to the mentoring/counselling committee, consisting of HODs and the institution's head.
- 7. The committee scrutinizes case by case and suggests corrective measures. If necessary, the committee holds discussions with the parents and Student Counselling Cell members.
- 8. A Student Grievance Record book is maintained at the department level to register the problems faced by the students and the appropriate actions taken by their mentors during their academic period in the institute.
- 9. This system also enables us to collect feedback to strengthen the feedback system and achieve desired results on different aspects.
- 10. The SWOT analysis of each mentee by the mentor has also been done on a semester basis.
- 11. SWOT Analysis gives the mentor a clear picture of his/her mentee and where he/she stands now, helps to find the unexplored talents, and identifies the areas of improvement.

Format Attached (Mentor-Mentee Form and SWOT)



Institute of Technology and Management

(Formerly known as Babu Banarasi Das National Institute of Technology and Management)

	Me	ntor-Mentee	e Form	
University Roll No.	:_			
Student Name.	:_			
Correspondence Ad	ddress :_			
	_			
	-			РНОТО
Permanent Address	: _			
	_			
	_			Student's Photogr
Mobile No. (Studen	t's) : _			
/lobile No. (Parent's	s) :_			
e-mail (Student's)	:_			
e-mail (Parent's)				
Occupation of Fathe	er/Mother : _			
Class Boa	ations: ard/University	Percentage (Aggr.)	Percentage (PCM/PCB/Science)	Division
10 th				
12 th				
Other				
Participation in Extr	a Curricular Act	tivities (during co		
1				
2				
Category: GEN/OBo	C/SC/ST/MINO	RITY	Scholarship Details:	
Name:				
Contact No.: Previous Achievem	ent (if anv)·			



Institute of Technology and Management

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Mentor-Mentee Form

Assessment during I Semester

Subj	jects Studying:					
S. No.	Subject (Co	de & Name)		Marks Obtained (1st Sessional)	Marks Obtained (2 nd Sessional)	Marks Obtained (PUT)
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.В.	.: Mark "A" IF ABSENT,	MARK "D" IF DE	TAINED	•		
	endance Record:				46	
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	At the time of 2 nd Sessional At the time of Pre-University					
3. 4.	At the time of 2 nd Session: At the time of Pre-Univers Overall attendance in the formance in 1 st semeste	sity Examination semester		% attendance	(from	to
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3. 4. erf	At the time of Pre-Univers Overall attendance in the formance in 1 st semeston Cumulative scorecard	sity Examination semester er:		% attendance % attendance	(from (from	to to
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Remarks by Head 1st Year



Institute of Technology and Management

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Scholarship Details:

Mentor-Mentee Form

Assessment during II Semester

Subjects Studying	g:					
S. No.	Subject (Code & Name)			Marks Obtained (2 nd Sessional)	Marks Obtained (PUT)	
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	ore card	External	Interna	ıl	Total	
Marks Percenta	ore card		Interna	ıl	Total	
Marks Percenta	ore card		Interna		Total	
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Marks Percenta Carryover if ar Sub. Code Marks	ore card s age ny (provide de		Interna		Total	
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Marks Percenta Carryover if ar Sub. Code Marks Any other Ach i. ii. iii. iii. Involvement ir i. ii. iii.	ore card s age ny (provide de ievements	tails)			Total	
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Remarks by Head 1st Year

Accommodation: Hosteller/Day-scholar



Accommodation: Hosteller/Day-scholar

Remarks by Head of the Department

Babu Banarasi Das

Institute of Technology and Management

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Mentor-Mentee Form

Assessment during III Semester

No. Subject (Code & Name) (1st Sessional) (2nd Sessional) N.B.: Mark "A" IF ABSENT, MARK "D" IF DETAINED Attendance Record: 1. At the time of 1st Sessional	rks Obtained (PUT)
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2. At the time of 2 nd Sessional	.0)
3. At the time of Pre-University Examination	٠- ١
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External Internal To Marks	
Marks	
	tal
Percentage	
2. Carryover if any (provide details)	
Sub. Code Marks	
3. Any other Achievements i.	
ii.	
iii.	
4. Involvement in indiscipline (Mention if any)	
i.	
ii.	
5. Remarks by coordinator/teacher/mentor (Excellent, V. Good, Good and Poor)	
Subject Subject	
Remarks	
Teacher's Name	



Institute of Technology and Management

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Mentor-Mentee Form

Assessment during IV Semester

Subje	ects Studyin	g:								
S. No.		Subject (Co	de & Name)		Marks Ob (1 st Sessi			Obtained essional)	Marks Ob (PUT	
N.B.:	Mark "A" II	ABSENT.	MARK "D" IF	DETAIN	NED					
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			al						to	
3.	At the time of	Pre-Univer	sity Examination		% atten	dance			to	
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		ard .								
	ormance in 3		er:							
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	Percenta									
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9. Ir	nvolvement i i. ii. emarks by co	-	teacher/mento		llent, V. Good	d, Good	and Poo	or)		

Accommodation: Hosteller/Day-scholar Scholarship Details:

Remarks by Head of the Department



Institute of Technology and Management

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Mentor-Mentee Form

Assessment during V Semester

bjects Studying:						T			
Su Su	ıbject (Code &	Name)		Marks Ob (1 st Sessi			Obtained essional)	Marks Obta (PUT)	ained
.B.: Mark "A" IF <i>A</i>	ABSENT, MA	RK "D" IF DE	TAINED						
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2. At the time of 2 ^r								to	
3. At the time of Pr								to	
 Overall attendar 	nce in the sem	ester		% atte	ndance		(from	to	
erformance in 3 rd	samester:								
5. Cumulative									
		External			Interna	<u> </u>		Total	
Marks						-			
Percentage	е								
6. Carryover if	any (provide	details)							
Sub. Code	uny (provide	<u>uctuiis,</u>							
Marks									
		ne (Mention if	any)						
i. ii.									
9. Remarks by	coordinator/	teacher/ment	or (Exce	lent, V. 0	Good, G	ood and	Poor)		
ubject									
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Accommodation: Hosteller/Day-scholar

Remarks by Head of the Department



Institute of Technology and Management

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Mentor-Mentee Form

Assessment during VI Semester

bjects Study	ng:					1	.		
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		, MARK "D" II	DETAIN	NED					
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		nal						to	
		nal						to	
		rsity Examinatior						to	
4. Overall atte	ndance in th	e semester		% atte	endance	(rom	to	
erformance ir	3 rd semes	ter:							
5. Cumulat	ive score ca	ırd							
		Exte	rnal		Interna	I		Total	
Ma	rks								
Percei	ntage								
6. Carryove	er if any (pro	ovide details)							
Sub. Code									
Marks									
7. Any oth	er Achieven	nents							
i. 									
ii. 									
iii.									
8. Involven	nent in indi	scipline (Menti	on if any)					
i.									
ii.									
							- ,		
9. Remarks	by coordin	ator/teacher/r	nentor (F	Excellent V	Good. G	ood and	Poori		
	by coordin	ator/teacher/r	nentor (E	Excellent, V.	Good, G	ood and	Poor)		
9. Remarks	by coordin	ator/teacher/r	nentor (E	excellent, V.	Good, G	ood and	Poor)		

Accommodation: Hosteller/Day-scholar Scholarship Details:

Remarks by Head of the Department



Institute of Technology and Management

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Mentor-Mentee Form

Assessment during VII Semester

Subject (Code & Name)	(1st Sess	sional)	Iand co			ine
			(2 36	ssional)	(PUT)	
B.: Mark "A" IF ABSENT, MARK "D" IF DETAIN	NED			Į.		
tendance Record:						
1. At the time of 1 st Sessional	% atte	endance	(from	to	
2. At the time of 2 nd Sessional	% atte	ndance			to	
3. At the time of Pre-University Examination					to	
4. Overall attendance in the semester	% atte	endance	(from	to	
erformance in 3 rd semester:						
5. Cumulative score card						
External		Interna			Total	
Marks						
Percentage						
6. Carryover if any (provide details)						
Sub. Code						
Marks						
7. Any other Achievements						
i. 						
ii. iii.						
8. Involvement in indiscipline (Mention if any)					
i. 						
ii.						

Accommodation: Hosteller/Day-scholar

Remarks by Head of the Department



Institute of Technology and Management

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Mentor-Mentee Form

Assessment during VIII Semester

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2. A	At the time o	f 2 nd Session	al		% atter	ndance		(from	to	
3. A	At the time o	f Pre-Univers	sity Examination		% atte	ndance		(from	to	
4. C	Overall atten	dance in the	semester		% atte	ndance		(from	to	
orfor	manca in	3 rd semest	٥.							
		e score car								
Ţ.	Camalaci	re seone can	External			Interna	l		Total	
	Mark	S								
	Percent	age								
6.	Carryove	if any (pro	vide details)							
	o. Code									
Ma	rks									
7.	Any other	Achieveme	ents							
	i.									
ii 										
iii	I.									
8.		ent in indiso	cipline (Mention	if any)						
ii	l. i									
				•-			_			
9.		by coordina	tor/teacher/mer	tor (Exce	ellent, V. (Good, G	ood and	l Poor)		
ubject										
Remark	(S									

Accommodation: Hosteller/Day-scholar Scholarship Details:

Remarks by Head of the Department



Institute of Technology and Management

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Mentor-Mentee Form

Industry Visits

1.	
3.	
5.	
6.	
Partic	ipation in Student's Development Programs
_	
_	
6.	
Co-cu	rricular/Curricular activities
1.	
2.	
6.	
Any C	Other activities
1.	
2.	
3.	
4.	
5.	
6	

Accommodation: Hosteller/Day-scholar

Remarks by Head of the Department



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Personal SWOT Analysis Worksheet

Name of the Student	
University Roll Number	Branch
STRENGTH:	
WEAKNESSES:	
OPPORTUNITIES:	
THREATS:	
ANY OTHER SUGGESTION/DETAIL:	

Improvement Chart/Progress Chart

Traits	Fi	rst Year	Seco	nd Year	Third	Year	Final	Year
	SEM	SEM	SEM	SEM	SEM	SEM	SEM	SEM
	Ι	II	III	IV	${f V}$	VI	VII	VIII
University Result								
Confidence (Rate between 1 to 10,								
where 1 is lowest and 10 is highest)								
Event Participation (Rate between 1								
to 10, where 1 is lowest and 10 is highest)								
Communication (Rate between 1 to 10,								
where 1 is lowest and 10 is highest)								
Leadership (Rate between 1 to 10, where								
1 is lowest and 10 is highest)								
Intrapersonal Skill (Rate between 1 to								
10, where 1 is lowest and 10 is highest)								



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PROGRAM OUTCOMES:

PO1: Engineering knowledge - Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

PO2: Problem analysis: Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

PO3: Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

PO4: Conduct investigations of complex problems: Use research-based knowledge and

research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5: Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modelling to complex engineering activities with an understanding of the limitations.

PO6: The engineer and society: Apply reasoning in formed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7: Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8: Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9: Individual and teamwork: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10: Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11: Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12: Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.



BABU BANARASI DAS

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FIND YOUR SPARK

VISION OF THE INSTITUTE

"To become a leading institute of providing professionally competent and socially responsive technocrats with high moral values."

MISSION OF THE INSTITUTE

- To create an eco-system for the dissemination of technical knowledge, to achieve academic excellence.
- To develop technocrats with creative skills and leadership qualities, to solve local and global challenges.
- •To impart human values and ethics in students, to make them socially and eco-friendly responsible.