



## **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.



**BABU BANARASI DAS**  
**INSTITUTE OF TECHNOLOGY AND MANAGEMENT**  
( Formerly Known as Babu Banarasi 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**

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)**



# Babu Banarasi Das

## Institute of Technology and Management

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

### Mentor-Mentee Form

University Roll No. : \_\_\_\_\_

Student Name. : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

Mobile No. (Student's) : \_\_\_\_\_

Mobile No. (Parent's) : \_\_\_\_\_

e-mail (Student's) : \_\_\_\_\_

e-mail (Parent's) : \_\_\_\_\_

Occupation of Father/Mother : \_\_\_\_\_

**PHOTO**

Student's Photograph

#### Academic Qualifications:

Class	Board/University	Percentage (Aggr.)	Percentage (PCM/PCB/Science)	Division
10 <sup>th</sup>				
12 <sup>th</sup>				
Other				

Participation in Extra Curricular Activities (during course)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Category: GEN/OBC/SC/ST/MINORITY

Scholarship Details:

Local Guardian:

Name:

Contact No.:

Previous Achievement (if any):



# Babu Banarasi Das

## Institute of Technology and Management

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### Mentor-Mentee Form

#### Assessment during I Semester

Mentor's Name:

Subjects Studying:

S. No.	Subject (Code & Name)	Marks Obtained (1 <sup>st</sup> Sessional)	Marks Obtained (2 <sup>nd</sup> Sessional)	Marks Obtained (PUT)

**N.B.: Mark "A" IF ABSENT, MARK "D" IF DETAINED**

**Attendance Record:**

- At the time of 1<sup>st</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of 2<sup>nd</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of Pre-University Examination \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

**Performance in 1<sup>st</sup> semester:**

**1. Cumulative scorecard**

	External	Internal	Total
Marks			
Percentage			

**2. Carryover if any (provide details)**

Sub. Code						
Marks						

**3. Any other Achievements**

- 
- 
- 

**4. Involvement in indiscipline (Mention if any)**

- 
- 

**5. Remarks by coordinator/teacher/mentor (Excellent, V. Good, Good and Poor)**

Subject						
Remarks						
Teacher's Name						

**Accommodation: Hosteller/Day-scholar**

**Remarks by Head 1<sup>st</sup> Year**



# Babu Banarasi Das

## Institute of Technology and Management

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### Mentor-Mentee Form

#### Assessment during II Semester

Mentor's Name:

Subjects Studying:

S. No.	Subject (Code & Name)	Marks Obtained (1 <sup>st</sup> Sessional)	Marks Obtained (2 <sup>nd</sup> Sessional)	Marks Obtained (PUT)

**N.B.: Mark "A" IF ABSENT, MARK "D" IF DETAINED**

**Attendance Record:**

- At the time of 1<sup>st</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of 2<sup>nd</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of Pre-University Examination \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

**Performance in 2<sup>nd</sup> semester:**

**1. Cumulative score card**

	External	Internal	Total
Marks			
Percentage			

**2. Carryover if any (provide details)**

Sub. Code						
Marks						

**3. Any other Achievements**

- 
- 
- 

**4. Involvement in indiscipline (Mention if any)**

- 
- 

**5. Remarks by coordinator/teacher/mentor (Excellent, V. Good, Good and Poor)**

Subject						
Remarks						
Teacher's Name						

**Accommodation: Hosteller/Day-scholar**

**Scholarship Details:**

**Remarks by Head 1<sup>st</sup> Year**



# Babu Banarasi Das

## Institute of Technology and Management

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### Mentor-Mentee Form

#### Assessment during III Semester

Mentor's Name:

Subjects Studying:

S. No.	Subject (Code & Name)	Marks Obtained (1 <sup>st</sup> Sessional)	Marks Obtained (2 <sup>nd</sup> Sessional)	Marks Obtained (PUT)

**N.B.: Mark "A" IF ABSENT, MARK "D" IF DETAINED**

**Attendance Record:**

- At the time of 1<sup>st</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of 2<sup>nd</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of Pre-University Examination \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

**Performance in 3<sup>rd</sup> semester:**

**1. Cumulative score card**

	External	Internal	Total
Marks			
Percentage			

**2. Carryover if any (provide details)**

Sub. Code						
Marks						

**3. Any other Achievements**

- 
- 
- 

**4. Involvement in indiscipline (Mention if any)**

- 
- 

**5. Remarks by coordinator/teacher/mentor (Excellent, V. Good, Good and Poor)**

Subject						
Remarks						
Teacher's Name						

**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 IV Semester

Mentor's Name:

Subjects Studying:

S. No.	Subject (Code & Name)	Marks Obtained (1 <sup>st</sup> Sessional)	Marks Obtained (2 <sup>nd</sup> Sessional)	Marks Obtained (PUT)

N.B.: Mark "A" IF ABSENT, MARK "D" IF DETAINED

Attendance Record:

- At the time of 1<sup>st</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of 2<sup>nd</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of Pre-University Examination \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- Overall attendance in semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

Performance in 3<sup>rd</sup> semester:

6. Cumulative score card

	External	Internal	Total
Marks			
Percentage			

7. Carryover if any (provide details)

Sub. Code						
Marks						

8. Any other Achievements

- 
- 
- 

9. Involvement in indiscipline (Mention if any)

- 
- 

10. Remarks by coordinator/teacher/mentor (Excellent, V. Good, Good and Poor)

Subject						
Remarks						
Teacher's Name						

Accommodation: Hosteller/Day-scholar

Scholarship Details:

Remarks by Head of the Department



# Babu Banarasi Das

## Institute of Technology and Management

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### Mentor-Mentee Form

#### Assessment during V Semester

Mentor's Name:

Subjects Studying:

S. No.	Subject (Code & Name)	Marks Obtained (1 <sup>st</sup> Sessional)	Marks Obtained (2 <sup>nd</sup> Sessional)	Marks Obtained (PUT)

N.B.: Mark "A" IF ABSENT, MARK "D" IF DETAINED

Attendance Record:

- At the time of 1<sup>st</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of 2<sup>nd</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of Pre-University Examination \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

Performance in 3<sup>rd</sup> semester:

5. Cumulative score card

	External	Internal	Total
Marks			
Percentage			

6. Carryover if any (provide details)

Sub. Code						
Marks						

7. Any other Achievements

- 
- 
- 

8. Involvement in indiscipline (Mention if any)

- 
- 

9. Remarks by coordinator/teacher/mentor (Excellent, V. Good, Good and Poor)

Subject						
Remarks						
Teacher's Name						

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 VI Semester

Mentor's Name:

Subjects Studying:

S. No.	Subject (Code & Name)	Marks Obtained (1 <sup>st</sup> Sessional)	Marks Obtained (2 <sup>nd</sup> Sessional)	Marks Obtained (PUT)

N.B.: Mark "A" IF ABSENT, MARK "D" IF DETAINED

Attendance Record:

- At the time of 1<sup>st</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of 2<sup>nd</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of Pre-University Examination \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

Performance in 3<sup>rd</sup> semester:

5. Cumulative score card

	External	Internal	Total
Marks			
Percentage			

6. Carryover if any (provide details)

Sub. Code						
Marks						

7. Any other Achievements

- 
- 
- 

8. Involvement in indiscipline (Mention if any)

- 
- 

9. Remarks by coordinator/teacher/mentor (Excellent, V. Good, Good and Poor)

Subject						
Remarks						
Teacher's Name						

Accommodation: Hosteller/Day-scholar

Scholarship Details:

Remarks by Head of the Department



# Babu Banarasi Das

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### Mentor-Mentee Form

#### Assessment during VII Semester

Mentor's Name:

Subjects Studying:

S. No.	Subject (Code & Name)	Marks Obtained (1 <sup>st</sup> Sessional)	Marks Obtained (2 <sup>nd</sup> Sessional)	Marks Obtained (PUT)

N.B.: Mark "A" IF ABSENT, MARK "D" IF DETAINED

Attendance Record:

- At the time of 1<sup>st</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of 2<sup>nd</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of Pre-University Examination \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

Performance in 3<sup>rd</sup> semester:

5. Cumulative score card

	External	Internal	Total
Marks			
Percentage			

6. Carryover if any (provide details)

Sub. Code						
Marks						

7. Any other Achievements

- 
- 
- 

8. Involvement in indiscipline (Mention if any)

- 
- 

9. Remarks by coordinator/teacher/mentor (Excellent, V. Good, Good and Poor)

Subject						
Remarks						
Teacher's Name						

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 VIII Semester

Mentor's Name:

Subjects Studying:

S. No.	Subject (Code & Name)	Marks Obtained (1 <sup>st</sup> Sessional)	Marks Obtained (2 <sup>nd</sup> Sessional)	Marks Obtained (PUT)

N.B.: Mark "A" IF ABSENT, MARK "D" IF DETAINED

Attendance Record:

- At the time of 1<sup>st</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of 2<sup>nd</sup> Sessional \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- At the time of Pre-University Examination \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)
- Overall attendance in the semester \_\_\_\_\_ % attendance (from \_\_\_\_\_ to \_\_\_\_\_)

Performance in 3<sup>rd</sup> semester:

5. Cumulative score card

	External	Internal	Total
Marks			
Percentage			

6. Carryover if any (provide details)

Sub. Code						
Marks						

7. Any other Achievements

- 
- 
- 

8. Involvement in indiscipline (Mention if any)

- 
- 

9. Remarks by coordinator/teacher/mentor (Excellent, V. Good, Good and Poor)

Subject						
Remarks						
Teacher's Name						

Accommodation: Hosteller/Day-scholar

Scholarship Details:

Remarks by Head of the Department



# Babu Banarasi Das

## Institute of Technology and Management

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### Mentor-Mentee Form

#### Industry Visits

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

#### Participation in Student's Development Programs

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

#### Co-curricular/Curricular activities

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

#### Any Other activities

1. ....
2. ....
3. ....
4. ....
5. ....
6. ....

Accommodation: Hosteller/Day-scholar

Remarks by Head of the Department



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AKTU COLLEGE CODE - 054

### Personal SWOT Analysis Worksheet

Name of the Student.....

University Roll Number.....

Branch.....

<b>STRENGTH:</b>
<b>WEAKNESSES:</b>
<b>OPPORTUNITIES:</b>
<b>THREATS:</b>
<b>ANY OTHER SUGGESTION/DETAIL:</b>

### Improvement Chart/Progress Chart

Traits	First Year		Second Year		Third Year		Final Year	
	SEM I	SEM II	SEM III	SEM IV	SEM V	SEM VI	SEM VII	SEM VIII
University Result								
Confidence <i>(Rate between 1 to 10, where 1 is lowest and 10 is highest)</i>								
Event Participation <i>(Rate between 1 to 10, where 1 is lowest and 10 is highest)</i>								
Communication <i>(Rate between 1 to 10, where 1 is lowest and 10 is highest)</i>								
Leadership <i>(Rate between 1 to 10, where 1 is lowest and 10 is highest)</i>								
Intrapersonal Skill <i>(Rate between 1 to 10, where 1 is lowest and 10 is highest)</i>								



## **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 informed 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.



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**AKTU College Code-054**

**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.**