



**POORNIMA**  
INSTITUTE OF ENGINEERING & TECHNOLOGY



## **Tutor Guardian (Mentor-Mentee) System Policy**

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## **Tutor Guardian (Mentor-Mentee) System Policy**

### **Objective:**

The Tutor Guardian (Mentor-Mentee) System at Poornima Institute of Engineering and Technology (PIET) aims to create a nurturing environment that fosters a strong bond between faculty and students. This system is designed to provide guidance and support to students, facilitating their academic and professional growth. The primary objective is to ensure that each student reaches their full potential through personalized mentorship.

### **Guidelines for Implementation of Tutor Guardian (Mentor-Mentee) Scheme:**

- **Group Size:** Each faculty mentor (Tutor) will oversee a group of 10 to 15 mentees to ensure personalized attention and effective support.
- **Information Collection:** Upon the allocation of mentees (students), faculty mentors will collect comprehensive information through a Mentee form, enabling them to understand each mentee's academic background, goals, and challenges.
- **Departmental Alignment:** Students will be paired with mentors from their respective departments to provide specialized guidance relevant to their academic pursuits and career aspirations.
- **Consistency:** Where possible, mentees will remain with the same mentor throughout their program to build a strong, enduring relationship conducive to growth and development.
- **Data Maintenance:** Mentors will diligently maintain records of mentees' academic performance, identifying both areas of strength and areas needing improvement, and sharing this information with the Head of Department for strategic support.
- **Confidentiality:** Confidentiality will be paramount, with mentors and the School/Department respecting the privacy of all individuals involved in the Tutor Guardian (Mentor-Mentee) relationship.
- **Disciplinary Matters:** Mentors will be consulted or informed in cases of disciplinary issues regarding mentees' conduct, ensuring a collaborative approach to resolution while upholding the institute's code of conduct.
- **Regular Meetings:** Each faculty mentor will conduct bi-monthly meetings with mentees, providing an opportunity to address academic queries, discuss professional development opportunities, and offer guidance on personal matters.
- **Reporting Structure:** Faculty mentors will submit comprehensive activity reports to the Deputy Head of Department (Admin), facilitating effective oversight and continuous improvement of the Tutor Guardian (Mentor-Mentee) System.

### **Role of a Faculty Mentor:**

- **Personal Support:** Faculty mentors will take the lead in providing personalized support to mentees, nurturing a one-to-one relationship grounded in trust and care.

- **Role Modelling:** By demonstrating professionalism and dedication, mentors will serve as positive role models, inspiring mentees to emulate their behaviors and attitudes.
- **Motivation for Innovation:** Mentors will encourage mentees to engage in interdisciplinary research and innovation, fostering a spirit of curiosity and exploration within the academic community.

### **Desirable Qualities of a Mentor:**

- **Active Listening:** Mentors will demonstrate the ability to actively listen to mentees' concerns and aspirations, providing empathetic support and guidance.
- **Encouragement:** Encouragement and support will be foundational to the Tutor Guardian (Mentor-Mentee) relationship, empowering mentees to overcome challenges and strive for excellence.
- **Flexibility:** Mentors will approach each mentee with patience and flexibility, adapting their support strategies to meet individual needs and circumstances.

### **Responsibilities of a Faculty Mentor:**

- **Regular Engagement:** Mentors will meet with mentee students bi-monthly, either in person or virtually, to provide guidance on academic matters, professional development opportunities, and personal challenges.
- **Information Dissemination:** Mentors will ensure mentees are well-informed about the institute's academic systems, policies, and resources, guiding them through the complexities of their educational journey.
- **Talent Discovery:** Mentors will actively seek out mentees' talents and interests, encouraging them to explore and showcase their abilities through participation in various extracurricular activities and initiatives.
- **Ethical Guidance:** Mentors will instill in mentees the importance of ethical conduct, professionalism, and adherence to universal values, shaping them into responsible members of the academic community.
- **Resource Utilization:** Mentors will guide mentees in leveraging opportunities such as training programs, internships, industry visits, and academic events to enhance their learning experience and professional development.
- **Record Keeping:** Mentors will maintain accurate records of mentees' academic progress and participation in professional activities, facilitating data-driven decision-making and personalized support.
- **Evaluation of Student Mentors:** Mentors will assess the performance of Student Mentors based on their commitment and contributions to assigned activities, fostering accountability within the mentorship program.
- **Parental Communication:** Mentors will initiate communication with parents or guardians when necessary, addressing concerns related to mentees' academic performance, behaviour, or well-being.

### **Role of Student Mentor:**

- **Holistic Support:** Student mentors will assist mentees in their holistic development, offering peer guidance and support to navigate academic challenges and personal growth opportunities.
- **Communication Bridge:** Serving as a liaison between faculty mentors and mentees, student mentors will facilitate effective communication and collaboration within the mentorship ecosystem.
- **Meeting Attendance:** Student mentors will attend bi-monthly meetings regularly and encourage mentees to actively participate, fostering a sense of community and engagement within the mentorship group.
- **Innovative Input:** Student mentors will contribute to the enhancement of the Tutor Guardian (Mentor-Mentee) Scheme by proposing innovative ideas and initiatives to enrich the mentorship experience.

### **Responsibilities of a Mentee:**

- **Respectful Engagement:** Mentees will show respect towards their mentors, valuing their guidance and expertise in navigating the academic and professional landscape.
- **Regular Participation:** Mentees will attend meetings with their mentors regularly, following instructions and actively engaging in discussions to maximize the benefits of mentorship.
- **Information Sharing:** Mentees will keep mentors updated on their academic progress, achievements, and any challenges they encounter, enabling mentors to provide timely support and guidance.

### **Responsibilities of the Institute Coordinator of Tutor Guardian (Mentor-Mentee) System:**

- **Allocation of Mentors:** The Institute Coordinator will allocate mentors to all first-year undergraduate students, ensuring equitable distribution and alignment with departmental needs.
- **Support and Oversight:** The Coordinator will provide ongoing support to mentors, facilitating their effective implementation of the Tutor Guardian (Mentor-Mentee) System and addressing any challenges that may arise.
- **Reporting and Evaluation:** The Coordinator will compile and submit annual reports on the Tutor Guardian (Mentor-Mentee) System to the competent authority, leveraging insights gained to drive continuous improvement and innovation.
- **Issue Resolution:** In the event of any issues or concerns related to the Tutor Guardian (Mentor-Mentee) System, the Coordinator will serve as the point of contact, liaising with the Registrar or Head of Department for timely resolution.

### **Department Head Duties:**

- **Mentor Assignment:** Department Heads will assign mentors to all students within their respective departments, ensuring appropriate mentorship coverage and support.

- **System Review:** Department Heads will regularly review the Tutor Guardian (Mentor-Mentee) System, soliciting feedback from stakeholders and making adjustments as necessary to optimize its effectiveness.
- **Support and Guidance:** Department Heads will provide mentorship to mentors, offering guidance and support to facilitate their fulfilment of duties and responsibilities within the mentorship program.

**Conclusion:**

The Tutor Guardian (Mentor-Mentee) System at Poornima Institute of Engineering and Technology is founded on principles of personalized support, mutual respect, and continuous growth.