



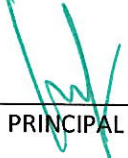


MAILAM ENGINEERING COLLEGE

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and
Accredited by National Board of Accreditation (NBA) & TATA Consultancy Services (TCS)

MENTOR MENTEE POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
MEC/IQAC/POLICY/017	01/01	16/08/2021	2025

PREPARED BY	VERIFIED BY	APPROVED BY
		
ACADEMIC COORDINATOR	IQAC COORDINATOR	PRINCIPAL

Principal
Mailam Engineering College,
Mailam - 604 304.



MAILAM ENGINEERING COLLEGE

Mailam (Po), Tindivanam (Tk.), Villupuram (Dt.) Pin: 604 304

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MENTOR-MENTEE SYTEM POLICY

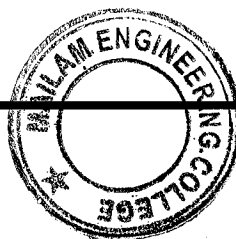
1. Mentor-Mentee System

Rural background students face many challenges after getting admission in professional engineering colleges. A proper guidance is needed to improve their ability to prepare themselves for the changing demands of Industry. So our Institution framed an effective Mentor-Mentee system with a vision to support and guide students in the right path of success by closely monitoring performance of each individual with the following guidelines

1. Every year, Students will be allotted with a mentor after admission.
2. In each department faculty members will be assigned as a mentor for group of students depending upon number of admission.
3. Mentors will identify problems of their mentees and closely monitor to improve their potential.

2. Responsibilities of Mentor

1. Mentor meeting should be conducted twice in a semester or more if needed.
2. Mentors must be aware of every assigned mentees background details and mentally support them through proper counselling whenever required.
3. Guide and motivate them in the right direction to rectify their problems during their engineering graduation.
4. Develop a healthy relationship with mentees to address their personal grievances if situation demands.





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5. Counsel, guide and advice mentee to accomplish their goals in Academic and Career Development.

Responsibilities of Mentee

1. Maintain a healthy relationship with the mentor
2. Attend counselling meeting twice in a semester and more if needed
3. Share their academic performance and reason for any arrear in the Internal Assessment and University examination.
4. Specify their individual support needed from mentor for improvement.
5. Focus on the mentor guidance and regular follow-up

