

KINGS

ENGINEERING COLLEGE

An Autonomous Institution

Affiliated to Anna University, Chennai



STUDENT MENTORING POLICY

As per the Approval of Governing Council
(Updated in 2025)

PREFACE

The Student Mentoring System of Kings Engineering College is designed to provide continuous academic, professional, emotional, and personal support to students throughout their course of study. The mentoring system establishes a strong relationship between faculty mentors and students to guide, motivate, counsel, and monitor student progress. The institution believes that effective mentoring enhances academic performance, improves discipline, develops confidence, and promotes the holistic development of students.

OBJECTIVES OF THE MENTORING POLICY

To support students in their academic, professional, and personal development.

- ❖ To help students identify their strengths, interests, and career goals.
- ❖ To monitor students' academic performance and attendance regularly.
- ❖ To provide guidance and counselling for personal and psychological challenges.
- ❖ To encourage participation in co-curricular and extracurricular activities.
- ❖ To improve communication skills, leadership qualities, and ethical values among students.
- ❖ To identify slow learners and advanced learners for appropriate guidance and support.
- ❖ To reduce student stress, improve confidence, and create a positive learning environment.

1. MENTORING SYSTEM

1.1 Structure of Mentoring

- ❖ Each faculty member shall act as a mentor for a group of students assigned by the department.
- ❖ Normally, each mentor shall guide 15–20 students.
- ❖ The mentoring process shall function under the supervision of the Head of the Department and IQAC.
- ❖ The mentoring system shall maintain confidentiality and professionalism in all interactions.

1.2 Eligibility of Mentors

- ❖ Faculty members with good academic and professional standing may be assigned as mentors.
- ❖ Mentors shall demonstrate responsibility, communication skills, and student-friendly behaviour.
- ❖ Mentors are expected to provide continuous support and guidance to students.

2. RESPONSIBILITIES OF THE MENTOR

- ❖ To maintain regular interaction with mentees individually and in groups.
- ❖ To monitor students' attendance, academic performance, and behaviour.
- ❖ To identify academic difficulties and provide remedial guidance.
- ❖ To counsel students regarding personal, emotional, or social issues whenever required.
- ❖ To motivate students for higher studies, placements, entrepreneurship, and career development.
- ❖ To encourage participation in seminars, workshops, technical events, sports, and cultural activities.
- ❖ To guide students in improving communication skills, leadership qualities, and professional ethics.
- ❖ To maintain mentoring records and student progress reports periodically.
- ❖ To communicate with parents/guardians whenever necessary regarding student progress or discipline.

3. RESPONSIBILITIES OF THE MENTEE

Students shall maintain regular communication with their mentors.

- ❖ Students should attend mentoring sessions regularly and actively participate in discussions.
- ❖ Students are expected to share academic and personal concerns honestly with mentors.
- ❖ Students shall follow the guidance and suggestions provided by mentors.
- ❖ Students must maintain discipline, punctuality, and proper conduct.

4. STAGES OF MENTORING

4.1 Initiation Stage

- ❖ Introduction between mentor and mentee.
- ❖ Collection of student background details and academic information.
- ❖ Identification of student interests, strengths, and goals.

4.2 Development Stage

- ❖ Regular mentoring sessions for academic monitoring and counselling.
- ❖ Guidance for skill development, placements, internships, and career planning.
- ❖ Support for emotional well-being and confidence building.

4.3 Assessment and Feedback

- ❖ Periodic review of student performance and attendance.
- ❖ Feedback collection from students regarding mentoring effectiveness.
- ❖ Documentation and follow-up actions for improvement.

5. STUDENT SUPPORT AND COUNSELLING

- ❖ Mentors shall support students facing academic, emotional, or behavioural difficulties.
- ❖ Students requiring additional counselling may be referred to higher authorities or counsellors.
- ❖ Parents/guardians may be invited for counselling meetings when necessary.
- ❖ Special attention shall be given to slow learners and students facing personal challenges.

6. PROBLEM ESCALATION PROCEDURE

- ❖ Issues that cannot be resolved by mentors shall be referred to the Head of the Department.

- ❖ Serious academic, disciplinary, or psychological issues shall be escalated to the Principal or appropriate committees.
- ❖ Confidentiality shall be maintained during the problem-resolution process.

7. OUTCOMES OF THE MENTORING SYSTEM

- ❖ Improved academic performance and attendance.
- ❖ Enhanced discipline, confidence, and communication skills.
- ❖ Better student-teacher relationship and campus environment.
- ❖ Increased participation in academic and extracurricular activities.
- ❖ Holistic development of students with ethical and professional values.



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