MENTORING SYSTEM TO HELP AT INDIVIDUAL LEVEL

The institution has an effective tutor ward and mentoring systems to bridge the gap between students and teaching community. Each Faculty member is

assigned with a group of students as their wards.

A. Tutor Ward System

Tutor ward system has been implemented for the students of first, second, third and final years. The role of tutor is explained in flow chart as shown in the chart

below.

Tutor

Academic and Personal

Counselling

Academic Guidance Academic Support

Academic and Personal

Development of students

➢ Through the tutor ward, the Academic performance, Co-curricular and Extra-Curricular achievements, Social activities and the details regarding parent

teacher meetings of students is monitored.

➢ A separate tutor ward file is maintained with individual tutors. Each Faculty member is a tutor for 15-30 students among which there will be 8 to 10 fast

learners, 6 to 8 medium learners and 3 to 5 slow learners.

➢ Tutor ward meetings are conducted regularly, to ensure good academic performance as well as to address personal grievances of the students and the minutes

of the same is maintained in the tutor file.

➢ Tutors and year coordinators maintain a separate Whatsapp group with their wards and their parents to keep them updated about their academic performance,

daily tasks, upcoming technical events organized by premier institutions, quote of the day etc.,

➢ Similarly, a separate Whatsapp group for hostel is also maintained to address the grievances of hostel students.

➢ Any discrepancy in students’ performance like lack of attendance, poor academic performance etc., will be addressed and informed to their parents by the

respective tutors. Status of tutor ward of individual tutors is verified by the Head of the Department once in every month and corrective measures are suggested.