DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX

540, Dum Dum Road, Surermath, Kolkata- 700074, West Bengal

Institutional Mentorship Policy (W.e.f 2021-22)

Revised and Aproved by BOG
Dated on ___03/07/2021___
Unde Agenda No. ___3___

Ref. No: DSCSITSC/POLY/ 2021-22/15	Compiled & Checked By: Coordinator, IQAC Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex 540, Dum Dum Road, Kolkata -700074 (IQAC Convener)	Approved By: PRINCIPAL Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex 540, Dum Dum Rd. Kolkata-74 (Principal)
Issue No- 4		

Mentorship Policy

In an engineering institute, mentoring is essential to a student's growth and success.

A thorough description of the Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex's mentoring policy is provided below.

1. POLICY STATEMENT: This policy intends to create a thorough mentoring system that encourages students' long-term holistic development while considering their varied socioeconomic and geographic backgrounds. Recognizing the need of emotional support, the policy aims to foster an environment that caters to each student's specific needs, assuring their wellbeing along with academic and professional development.

2. Goals: The mentoring policy is created to put into practice efficient interventions that improve the performance of underachievers and excel the top pupils. Several goals have been established with this objective in mind to obtain the desired results:

To give students targeted direction and encouragement so they can attain their learning objectives and improve their academic performance.

The mentoring program seeks to boost the confidence of slow learners who need additional support to improve their academic performance. This will enhance their learning results.
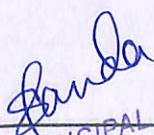
The program also aims to create a welcoming environment for advanced learners by giving them the tools and direction they need to pursue topics outside of the syllabus. The intention is to instill in these children a love of lifelong learning, motivating them to study new things and advance their talents outside of the classroom.

To encourage students' interest and excitement for learning and other institutional activities, so increasing their level of engagement and participation.

To provide students with important understanding about preparation courses, such as bridge courses and skill development programs, which can support their academic path and improve their skills and knowledge base.

To inspire the top-performing students to work harder, contribute more, and achieve exceptionally.

- Mentor-Mentee Ratio: 1: 20

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540, Dum Dum Rd Kolkata-74

SOP-STANDARD OPERATING PROCEDURE FOR STUDENT MENTORING

• Mentoring Mechanism:

Every semester of the academic year, a mentoring program will be set up to provide regular and consistent support for students. Every semester, the mentorship program will be run, giving students access to ongoing counseling and support that will help them succeed in the long run.

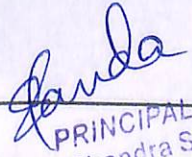The Head of the Institute must complete, approve, and notify the mentor allocation process prior to the start of each semester.

a: At the beginning of each semester, the mentor must: a: conduct the mentor orientation program.

b: Determining which students are slow and advanced (in accordance with the institutional SOP).

c: Mentor-Mentee interactions occur at least twice per week, and more frequently if necessary.

As stated in this policy, mentors are required to follow the mentoring procedure:

a. Arrange and attend a minimum of two weekly sessions with their mentees at a time that works for both parties.

b. Hold mentoring meetings to give the mentees academic and emotional support.

c. Consistently track the mentees' progress and keep records of their growth using the Institutional Mentors' Card format.

d. Motivate slower learners to take part as active members in co-curricular and extracurricular activities.

e. Assist advanced students in taking the initiative to plan co-curricular and other extracurricular activities.

f. Refer mentees to specific therapy sessions with a professorial counselor, when necessary, by way of the Head of Department (HOD).

Parent-Mentor Meeting: As per the academic calendar, at least one Parent-Mentor Meeting is held each semester. As needed, mentors may also get in touch with worried parents.

Analysis of the action taken report: Each mentor should thoroughly compile and periodically update the action taken report. The Departmental Academic Committee (DAC) meeting is where the concerned Mentor shall present their mentees' progress reports.

PRINCIPAL
Dr Sudhir Chandra Sur Institute
of Technology & Sports Complex
540 Dum Dum Rd Kolkata-74

DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX

540, Dum Dum Road, Surermath, Kolkata- 700074, West Bengal

Mentorship Form

Name of Student: ....

Stream: ....

ID No: ....

Year of Admission: ....

Contact No: ....

PRINCIPAL
Dr. Sudhir Chandra Sur Institute
of Technology & Sports Complex
540 Dum Dum Rd. Kolkata-74

DR SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY & SPORTS COMPLEX

DEPT: _____

INFORMATION OF THE MENTOR

NAME:

EMAIL ID:

CONTACT DETAILS:

PERSONAL DATA SHEET OF THE STUDENT

NAME:	
FATHER'S NAME:	
FATHER'S CONTACT NO:	
MOTHER'S NAME:	
MOTHER'S CONTACT NO:	
NAME OF THE LOCAL GUARDIAN (IF ANY):	
LOCAL GURDIAN'S CONTACT NO:	
DEPARTMENT:	
REGISTRATION NO:	
ROLL NO:	
SECTION:	
SEMESTER	1ST / √2ND / 3RD/ 4TH/ 5TH/ 6TH / 7TH / 8TH (Put √)
YEAR OF ADMISSION:	
PERMANENT ADDRESS:	
CORRESPONDANCE ADDRESS:	
STUDENT'S MOBILE NO:	
EMAIL ID:	
DATE OF BIRTH:	
BLOOD GROUP:	
ADHAR NO:	
PAN NO (IF ANY):	
VOTER ID NO (IF ANY):	
CATEGORY: SC/ST/OBC/PH/√GEN (Put √)	
FAMILY INCOME:	

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540, Dum Dum Rd. Kolkata-74

STATUS OF STUDENTSHIP: FULL/HALF FREE/√GENERAL (Put √)

ADMISSION RANK: 41890

WBJEE: 41890	JELET:
AIEEE:	ANY OTHER: AMPAI

EDUCATIONAL QUALIFICATION:

TYPE OF EXAM.	SCHOOL / COLLEGE NAME	% OF MARKS	YEAR OF PASSING	MEDIUM OF INSTRUCTION
10TH STANDARD				
12TH STANDARD				
GRADUATION				
DIPLOMA				
ANY OTHER				

HOBBIES:	Entrepreneurship, Music, Technology, Cinema, Business Development.
SCHOLARSHIP (IF ANY):	

DUES CLEARED (PUT √):

1st Sem   2nd Sem   3rd Sem   4th Sem   5th Sem   6th Sem   7th Sem   8th Sem

ANY DISCIPLINARY ACTION TAKEN:

PLACEMENT STATUS:

GATE/CAT/MAT/JEMAT EXAM:

ACADEMIC AND ATTENDANCE RECORDS

SEMESTER I:

SUBJECTS CODE	ATTENDANCE IN			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

SEMESTER II:

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
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YGPA:

SEMESTER III:

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
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SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
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SEMESTER VI:

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

YGPA:

SEMESTER VII:

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
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SEMESTER VIII:

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
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YGPA: FINAL DGPA:

SEMINAR / WORKSHOP / SOFT SKILL CLASS/ APTITUTE CLASS/ MOCK INTERVIEW ATTENDED:

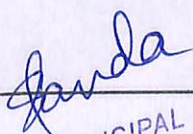| SL NO	SEMINAR / WORKSHOP / SOFT SKILL CLASS/ APTITUTE CLASS/ MOCK INTERVIEW	DATE	ORGANISED BY

RECORD NOTES OF STUDENTS ACTIVITIES

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				1	2	3	4	5	6	7	8	
1	Moocs (Swayam / Nptel/Spoken Tutorial) (Per Course)	36	40									
	For 12 weeks Duration	20	40									
	For 8 weeks Duration	16										
2	Tech Fest/ Teachers Day/ Fresher's Welcome as Organizer, Participants	8	16									
	Organizer	5	10									
	Participants	3	6									
3	Rural Reporting	5	10									
4	Tree Plantation and up keeping (per tree)	1	10									
5	Participation in Relief Camps	20	40									
6	Participation in Debate / Group Discussion / Tech Quiz /Quiz	10	20									
7	Publication of Wall Magazine in Institutional Level (magazine / article / Internet)	16	32									
	Editor	10	20									
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10	Innovative Projects (Other than Course Curriculum)	30	60									
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PRINCIPAL
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DR. SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE

540, Dum Dum Road, Surermath, Kolkata- 700074, West Bengal

Institutional Mentorship Policy (W.e.f 2018-19)

Approved by BOG
Dated on 03/07/2018
Under Agenda No. 3

Ref. No: DSDEC/ POLY/ 2018-19/15 Issue No- 3	Compiled & Checked By: (IQAC Convener) Coordinator, IQAC Dr. Sudhir Chandra Sur Degree Engineering College 540, Dum Dum Road. Kolkata -700074	Approved By: (Principal) Principal Dr. Chandra Sur Degree Engineering College 540, Dum Dum Road, Surermath Kolkata - 74

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Principal
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540, Dum Dum Road, Surermath
Kolkata - 74

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DR. SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE

540, Dum Dum Road, Surermath, Kolkata- 700074, West Bengal

Mentorship Form

Name of Student: ....

Stream: ....

ID No: ....

Year of Admission: ....

Contact No: ....

Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
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DR SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE

DEPT: _____

INFORMATION OF THE MENTOR

NAME:

EMAIL ID:

CONTACT DETAILS:

PERSONAL DATA SHEET OF THE STUDENT

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FATHER'S NAME:	
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CORRESPONDANCE ADDRESS:	
STUDENT'S MOBILE NO:	
EMAIL ID:	
DATE OF BIRTH:	
BLOOD GROUP:	
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CATEGORY: SC/ST/OBC/PH/√GEN (Put √)	
FAMILY INCOME:	

Principal of 12
Dr. Sudhir Chandra Sur Degree
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ADMISSION RANK: 41890

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SCHOLARSHIP (IF ANY):	

DUES CLEARED (PUT √):

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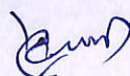540, Dum Dum Road, Surermath
Kolkata - 74

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SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

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SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
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SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
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SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

YGPA:

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Kolkata - 74

SEMESTER VII:

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

SEMESTER VIII:

SUBJECTS CODE	ATTENDANCE IN %			CLASS TEST RESULT			ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST			

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Principal
Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Surermath
Kolkata - 74
9 of 12

SEMINAR / WORKSHOP / SOFT SKILL CLASS/ APTITUTE CLASS/ MOCK INTERVIEW ATTENDED:

SL NO	SEMINAR / WORKSHOP / SOFT SKILL CLASS/ APTITUTE CLASS/ MOCK INTERVIEW	DATE	ORGANISED BY

RECORD NOTES OF STUDENTS ACTIVITIES

Principal
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Kolkata - 74

Sl	Event	POINTS	MAXIMUM POINTS ALLOWED	POINTS SCORED SEMESTER								TOTAL
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