



### 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 03/07/202 Unde Agenda No. 🗩

Ref. No: DSCSITSC/POLY

Issue No-

Compiled & Checked By:

540, Dum Dum Road, Kolka

Approved By:

of Technology & Sports 540, Dum Dum Rd. Kolkata-74



## 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 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.

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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

1 of 12

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.

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# 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 Institute
PRINCIPAL Complex
Or. Sudhir Chandra Sports Complex
Of Technology & Sports Kolketa-74
Of Technology & Pd. Kolketa-74
Of 540 Dum Dum Rd. Kolketa-74



# DR SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY & SPORTS COMPLEX

#### INFORMATION OF THE MENTOR

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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	$1^{ST} / \sqrt{2^{ND}} / 3^{RD} / 4^{TH} / 5^{TH} / 6^{TH} / 7^{TH} / 8^{TH}$ (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/F	PH/√GEN (Put √)
FAMILY INCOME:	

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Sports Complex
Rd. Kolkata-74
of Technology & Rd. Kolkata-74



### ACADEMIC AND ATTENDANCE RECORDS

SEMESTER I:									
SUBJECTS CODE	ATTENDANCE IN				SS TE	ST	ASSIGN	SEM. MARK	SGPA
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of Sechnology & Sports Kolkata-74



SEMESTER VI	I:								
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			10.575		1				76.5

SEMESTER V	III:								
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FINAL DGPA:

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Chandra Sur Institute
Rechnology & Sports Complex
Of Technology & Rd. Kolkata-74
SAO, Dum Dum Rd. Kolkata-74



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

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

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### RECORD NOTES OF STUDENTS ACTIVITIES

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			ALLOWED	SEMESTER  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								14.11	
4	Tree Plantation and up keeping (per tree)	1	10									and the
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									
	Writer	6	12									
8	Publication in News Paper / Magazine and Blogs	10	20									
9	Research Publication	15	30				A STA		1		NA.	MARA
	Research Publication in National Conference	2.5	5									
	Research Publication in International Conference	5	10									
	Research Publication in National Journal	5	10									
	Research Publication in International Journal	10	20									
10	Innovative Projects (Other than Course Curriculum)	30	60									
	Innovative Idea Presentation	5	10									
	Innovative Model Presentation	10	20									
	Innovative Project Completion	30	30									

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540, Dum Dum Rd. Kolkata-74



SL			MAXIMUM			F		SCORE	D	-	uriech	TOTAL
NO		MAR Y	POINTS ALLOWED	1	2	3	SEMI 4	ESTER 5	6	7	8	
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11	Blood Donation Camp	8	16	the same								
	Participation	0										
	Blood Donation Camp	10	20	711								
	Organization		10.1						7			
12	Participation in Sports /	62	124									
	Games	<i>E</i>	10									
	College Level	5	10						+	-		
	University Level	10	20			-				-		1981 Judite
-114-7	District Level	12	24		-							
	State Level	15	30									
	National Level / International Level	20	20									
13	Cultural Programme	10	20		1111							E MIN
	(Dance, Drama, Elocution,										l wit	
	Music etc.)											
14	Member of Professional	10	10									
	Society				ROYN	Han						HOUSE THE
	National Organization:	5	10									
	International Organization:	10	10									
15	Member of Student Chapter and related activities	10	20									
	National Organization:	5	20									Marie I
erit.	International Organization:	10	20									
16	Relevant Industry Visit &	10	20	1111								
	Report								la best			
17	Photography Activities in different clubs (Photography Club, Cine Club, Gitisansad)	5	10									
18	Participation in Yoga Camp (Certificate to be submitted)	5	10									
19	Self-Entrepreneurship Programme	20	20									
20	Adventure Sports with Certification	10	20									
21	Training to Underprivileged / Physically challenged	15	30									
22	Community Service and Allied Activities	10	20									

(DOCUMENTARY EVIDENCE SHOULD BE PRESERVED BY THE RESPECTIVE MENTOR & MAINTAINED A STUDENTWISE FOLDER/ FILE SEPARATELY)

12 of 12

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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 03/09/2018 Under Agenda No. 3

Ref. No:

DSDEC/ POLY/ 2018-19/15

Issue No- 3

Compiled & Checked By:

(IQAC Convener)

Dr. Sudhir Chandra Sur Degree
Engineering College
540, Dum Dum Road, Kolkata -700074

Approved By:

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Dr. Engin Dum Roo 74
540, Dum Kolkala - 74



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Dr. Sudhir Chandra College
Engineering College
Engineering Road, Suremath
E40, Dum Dum Road, Suremath



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Principal





# 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:

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Principal Sur Degree

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Dr. Sudhir Character Character

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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

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 / OND / ODD / ATH / ETH / CTH / TTH / OTH / Dat a
SEMESIER	1st / $\sqrt{2}$ ND / 3RD / 4TH / 5TH / 6TH / 7TH / 8TH (Put $\sqrt{2}$ )
YEAR OF ADMISSION:	151 / \\2\mu / 3\mu / 4\m / 5\m / 6\m / 7\m / 8\m (Fut \)
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### ACADEMIC AND ATTENDANCE RECORDS

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SUBJECTS CODE	ATTENDANCE IN			CLAS RES	SS TE	ST	ASSIGN	SEM. MARK	SGPA
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SEMESTER V	II:								
SUBJECTS CODE	ATTENDANCE IN %				SULT	EST	ASSIGN	SEM. MARK	SGPA
	TH	PR	TOT	I	II	BEST		1	
								7	
									19-16

SEMESTER V	III:								
SUBJECTS CODE	ATTENDANCE IN %				SULT	EST	ASSIGN	SEM. MARK	SGPA
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				1 1 1 1 1					

FINAL DGPA:

Principal Sur Degree



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

SL NO	SEMINAR / WORKSHOP / SOFT SKILL CLASS/ APTITUTE CLASS/ MOCK INTERVIEW	DATE	ORGANISED BY
			all are resident to the second
11114			

RECORD NOTES OF STUDENTS ACTIVITIES

Principal Sur Degree

SI	Event	POINTS	MAXIMUM POINTS ALLOWED		TOTAL							
				1	2	3	SEMES 4	5	6	7	8	
1	Moocs (Swayam /	36	40									
	Nptel/Spoken Tutorial) (Per								men.			
	Course)					Eric.						
	For 12 weeks Duration	20	40									
	For 8 weeks Duration	16					NAME OF TAXABLE PARTY.			Name and Address of the Owner, where the Owner, which the		
2	Tech Fest/ Teachers Day/	8	16									
	Fresher's Welcome as	WEST YOU		1000	Side							
	Organizer, Participants	-	10									
	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 /	10	20					744				0,83
	Group Discussion / Tech Quiz						A. Al					
	/Quiz											g plantage
7	Publication of Wall Magazine	16	32									
	in Institutional Level						S. Car	BE IS		100		
	(magazine / article / Internet)	MALES.					<b>LASTED</b>		Physical Property of the Parket			
	Editor	10	20									
	Writer	6	12									
8	Publication in News Paper /	10	20			1365		1.1/16				
	Magazine and Blogs											
9	Research Publication	15	30				MATER					
	Research Publication in National Conference	2.5	5									
	Research Publication in	5	10	MINN T								Region
	International Conference										MA	
	Research Publication in	5	10			1834						DIAN.
	National Journal											
	Research Publication in	10	20									1010
	International Journal									A STATE OF	and the same	
10	Innovative Projects (Other	30	60				18 75			A STATE	1	
	than Course Curriculum)	-	10	18/10			122025	A STORY			M. Wal	
	Innovative Idea Presentation	5	10									
	Innovative Model	10	20					f this				
	Presentation	20	20								1	ar Chapte
	Innovative Project	30	30			1						
	Completion						15/4					
SL	EVENTS	POINTS	MAXIMUM			P	OINTS S	CORE	)			TOTAL
NO	BYEILI		POINTS				SEME	STER		T =		TOTAL
	人员会员是自己的国际人员等人也不是不是不		ALLOWED	1	2	3	4	5	6	7	8	

Principal Foli 12

Principal Foli 12

Principal Foli 12

Dr. Suthir County Supermath

SAO, Durn Frontials 74

11	Blood Donation	18	36								
	Blood Donation Camp	8	16								
	Participation										
	Blood Donation Camp	10	20				7				
	Organization										
12	Participation in Sports /	62	124								
	Games								Mari		
	College Level	5	10								
	University Level	10	20								
	District Level	12	24								
	State Level	15	30								
	National Level / International	20	20					177			
	Level										
13	Cultural Programme	10	20								
	(Dance, Drama, Elocution,									19	
	Music etc.)										
14	Member of Professional	10	10								
10	Society			I LEVY							
W.P.	National Organization:	5	10								
3748	International Organization:	10	10								
15	Member of Student Chapter	10	20						Mr. S		
	and related activities										
	National Organization:	5	20		7						
	International Organization:	10	20								
16	Relevant Industry Visit &	10	20		SUBB	M IV	TO BA				
	Report										
17	Photography Activities in	5	10								
	different clubs (Photography			18776	1000	( T			DK.	4.4	
	Club, Cine Club, Gitisansad)										
18	Participation in Yoga Camp	5	10	J. 76							
	(Certificate to be submitted)										
19	Self-Entrepreneurship	20	20								
	Programme										
20	Adventure Sports with	10	20								
	Certification		No. level								
21	Training to Underprivileged /	15	30				17.46			THE REAL PROPERTY.	
	Physically challenged										
22	Community Service and	10	20				No.		77 -	Herry	Property of
PARTY.	Allied Activities										

(DOCUMENTARY EVIDENCE SHOULD BE PRESERVED BY THE RESPECTIVE MENTOR & MAINTAINED A STUDENTWISE FOLDER/ FILE SEPARATELY)

Principal Sur Degree

Dr. Sudhir Char 12 of 12ge

Dr. Engineering Road, Sureman

540, Duni Kolkata 74