



Objective

During the four years *journey of transformation* through the B.E programme, students often need mentoring/ proctoring, guidance, and counselling from someone with whom they can share their woes. Any academic issues, career options or fear of a subject need great involvement of the proctor. This system exists in our institution, BGSCET, Mahalakshmi Puram, Bengaluru, to improve the academic quality upgradation in line with NBA guidelines. The students will be much benefited by this continuous expert guidance and will be helpful in tracking the alumni in future.

Procedure

Each faculty will be a mentor for a group of students. Every section of the B.E programme is equipped with three proctors. First year students will have proctors from the department of Computer Science Engineering and its allied branches & Applied Science. The second, third- and fourth-year students will have proctors from their parent department. Departmental faculties will continue to be mentors for the same group of students till the completion of their graduation.

Responsibilities

The proctor will perform the following functions and will always do more for the benefit of the students.

1. Meet the group of students at least twice a month.
2. Continuously monitor, counsel, guide and motivate the students in all academic matters.
3. Advise students regarding upgrading and upskilling themselves.
4. Discuss with students regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.
5. Contact parents/guardians if situation demands regarding academic irregularities, negative behavioural changes and interpersonal relations, detrimental activities etc. after discussion with chief proctor and principal.
6. Advise students in their career development/professional guidance.
7. Intimate the chief proctor and suggest if any administrative action is called for.
8. Maintain a detail progressive record of the student (format attached).
9. Maintain a brief and clear record of all the discussions happening with students.

Chief Mentor:

1. Meet all the mentors at least once a month to review proper implementation of the system.
2. Advice mentors wherever necessary.
3. Initiate administrative action on a student whenever necessary, after discussion with principal.
4. Keep the head of the institute/principal informed about the minutes of meeting.

Every mentor maintains a Mentoring Record Book with personal details of the student including their address, contact numbers, overall academic performance and progress which will help in monitoring the academic growth and development in transformation of each student. Mentor will advise the students regarding choice of electives, projects, summer training, etc. Also, guide the students in taking up extra academic and professional activities for value addition as a member of the society.
