



12.12.2022

Policy- Central Mentoring-Cum-Counselling Committee

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, Mahalakshmpuram, 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.


Chief Proctor
BGS College of Engineering & Technology
Mahalakshampuram, Bengaluru - 560086


PRINCIPAL
Principal
BGS College of Engineering & Technology
Mahalakshampuram, Bengaluru - 560086



||Jai Sri Gurudev ||
BGSKH Education Trust (R.) – A unit of Sri Adichunchanagiri Shikshana Trust (R.)

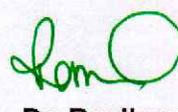
BGS College of Engineering and Technology (BGSCET)

REPORT ON

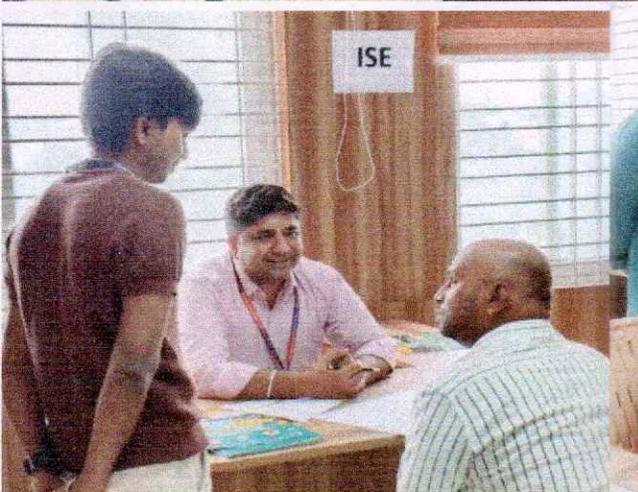
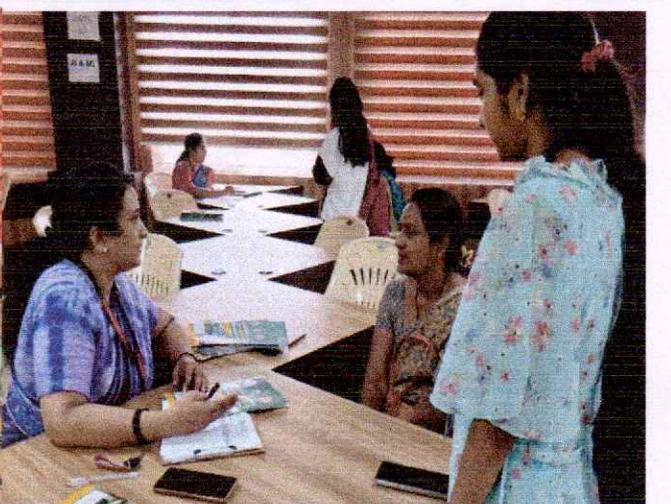
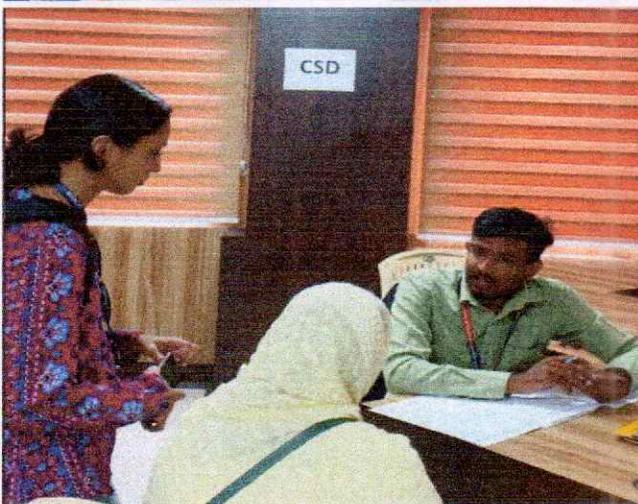
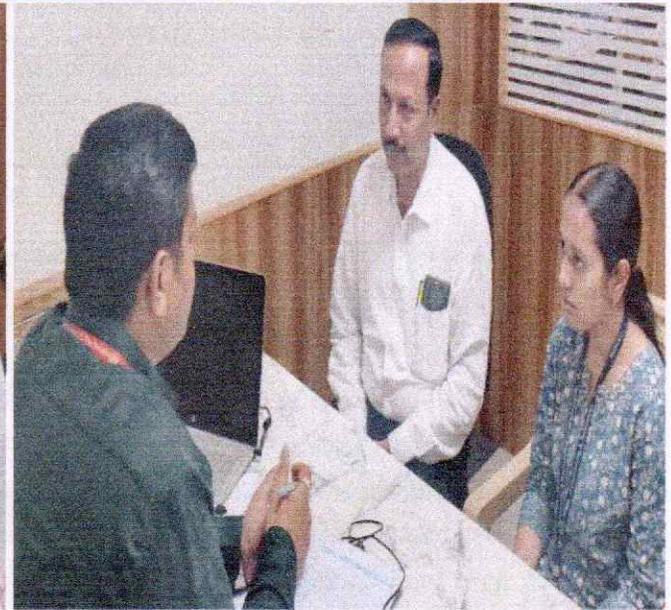
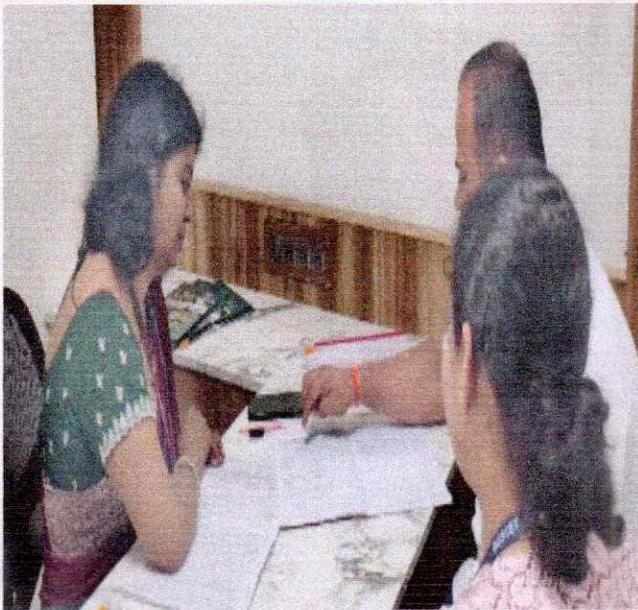
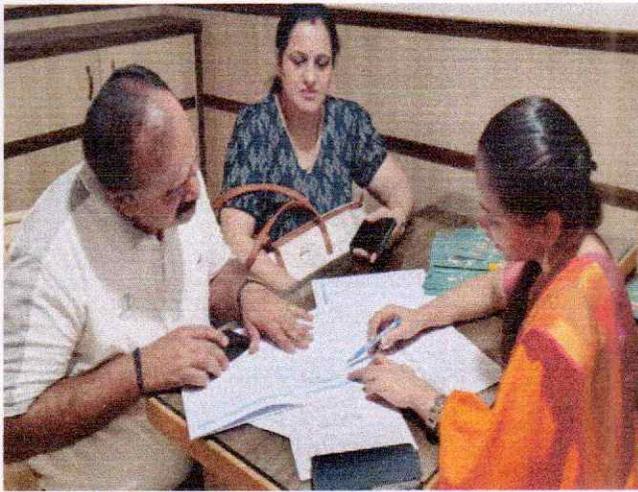
PARENTS TEACHERS MEETING FOR FIRST SEMSTER B.E. PROGRAMME 2025 BATCH

Title of the Program	PARENTS TEACHERS MEETING FOR FIRST SEMSTER B.E. PROGRAMME - 2025 BATCH
Venue	BGSCET, Bengaluru
Date & Time	22/11/2025, Saturday & 2:00 pm to 4:30 pm
Organizer Details	Convener Dr. Deepthy D., Chief Proctor
Importance of the session	<p>Parents, who were keen on discussing their ward's performance and solve their difficulties, attended the meeting. Few parents will be visiting next week as they couldn't turn up due to some inconveniences on the said date. Those who were staying out of Bangalore were contacted through video call too. It was noted that they all have high regards for the institution and are extremely happy that their ward is being monitored closely and proper guidance is given.</p> <p>Parents expressed their appreciation for the institution's well-developed infrastructure, its effective teaching methods, the attentive care given to students, and the high standard of discipline upheld (especially the dress code/uniform).</p> <p>Certain suggestions given by the parents were noted and the team of BGSCET would be working towards it for the betterment of our institution.</p>
Participants	210


Dr. Deepthy D.
Chief Proctor


Dr. Ravikumar G. K.
Principal

Principal
BGS College of Engineering & Technology
Mahalakshmi Puram, Bengaluru - 560086





||Jai Sri Gurudev ||
 BGSKH Education Trust (R.) – A unit of Sri Adichunchanagiri Shikshana Trust(R.)
BGS College of Engineering and Technology

Mahalakshmpuram, West of Chord Road, Bengaluru-560086
 (Approved by AICTE, New Delhi and Affiliated to VTU, Belagavi)

FIRST SEMESTER (2025 BATCH) CLASSTEACHERS - PROCTORS LIST

Class/Section	Proctors	Department	Mobile	ClassTeacher
ISE	Mr.Tejas K S	Mechanical	9743284125	Mr.Tejas K S
	Ms Sushmitha	ISE	9686708444	
	Dr. Vinay Kumar B	Chemistry	8105764262	
CSE A	Dr. Deepthy D	Mathematics	7676297007	Dr. Sangeetha S
	Dr. Sangeetha S	Chemistry	9538414113	
	Dr. Channakeshava Naik N	Mechanical	8123213250	
CSE B	Ms. Manjula M	Mathematics	9886254365	Ms. Manjula M
	Ms. Manasa	CSE	9880004635	
	Ms. Jayashree	CSE	8861488737	
CSD	Mr. Kiran Gowda	Mathematics	9632538944	Mr. Kiran Gowda
	Ms. Asha	CSE	8660121214	
	Dr. Vinod Kumar S	Physics	9740461415	
AI&DS	Ms. Chaitra M	Mathematics	9901979132	Ms. Chaitra M
	Ms. Ashwini	AI&DS	9743328776	
	Dr. Nithin H S	Mechanical	9844546475	
AI & ML	Ms. Bhavya N P	Mathematics	9845750315	Ms. Bhavya N P
	Dr. Ambika A V	Physics	9900503175	
	Ms. Nishita N Murthy	AI&ML	7483554828	