



B. P. PODDAR INSTITUTE OF MANAGEMENT & TECHNOLOGY

Approved by AICTE, New Delhi & Affiliated to MAKAUT, W. B.
137, V. I. P. Road, Poddar Vihar, Kolkata-700052, West Bengal, India



STUDENT MENTORING POLICY



About the Institute

Established in 1999, B. P. Poddar Institute of Management & Technology (BPPIMT) stands as a tribute to Late B. P. Poddar, a visionary philanthropist, educationist, and the founding father of the B. P. Poddar Group. The Institute was founded with the mission to uphold his legacy of promoting excellence in education and social development.

Supported by the B. P. Poddar Foundation for Education, a trust devoted to enhancing the quality of technical education in India, BPPIMT is affiliated to the Maulana Abul Kalam Azad University of Technology (MAKAUT), West Bengal, and approved by the All India Council for Technical Education (AICTE).

The Institute strives to elevate society through transformative education, guided by a unique learning culture that emphasizes collaboration, communication, and innovation. Its dedicated and experienced faculty, drawn from diverse academic and professional backgrounds, nurture students to become competent professionals and responsible citizens.

Vision of the Institute

To emerge as a progressive and premier Institute for Engineering and Technology education with ethical values for creative engineering solutions commensurate with global changes.

Mission of the Institute

- Offer quality education through modern accessible, comprehensive and research oriented teaching-learning process.
- Create opportunities for students and faculty members in acquiring knowledge through research and development.
- Providing effective interface with industry by strengthening Industry-Institute interaction and developing entrepreneurial skills.
- Meet ever-changing needs for the nation through rational evolution towards sustainable and environment friendly technologies.

STUDENT MENTORING POLICY

Introduction

Student mentoring is a vital component of the teaching–learning ecosystem in higher education institutions. It aims to provide structured guidance, support, and encouragement to students throughout their academic journey. The mentoring process helps bridge the gap between students and faculty, fostering a supportive environment that promotes academic success, personal development, and professional growth. A well-defined mentoring policy ensures that every student receives individual attention to address academic challenges, career planning, emotional well-being, and overall personality development. Through regular interactions, mentors can monitor student progress, identify learning difficulties, and provide timely interventions. This systematic approach contributes to improved student performance, retention, and satisfaction. The Student Mentoring Policy is aligned with outcome-based education principles and quality assurance frameworks, ensuring continuous improvement in the teaching–learning process. It encourages the development of essential skills such as critical thinking, communication, ethical values, and lifelong learning. The policy also strengthens institutional accountability by maintaining proper documentation and feedback mechanisms. Overall, the mentoring system plays a crucial role in nurturing responsible, competent, and socially aware graduates who are well-prepared to meet the demands of the professional world and society.

Vision

The vision of the Student Mentoring System is “to foster personal and professional growth of the students by building supportive relationships and providing holistic development”

Objective

- To help students understand their interests, inclination and abilities.
- To help students gain information on important issues to reach their goal.
- To help students in planning for realistic, educational and vocational choices.
- To establish feeling of mutual understanding between teachers and students.

Mentoring Process

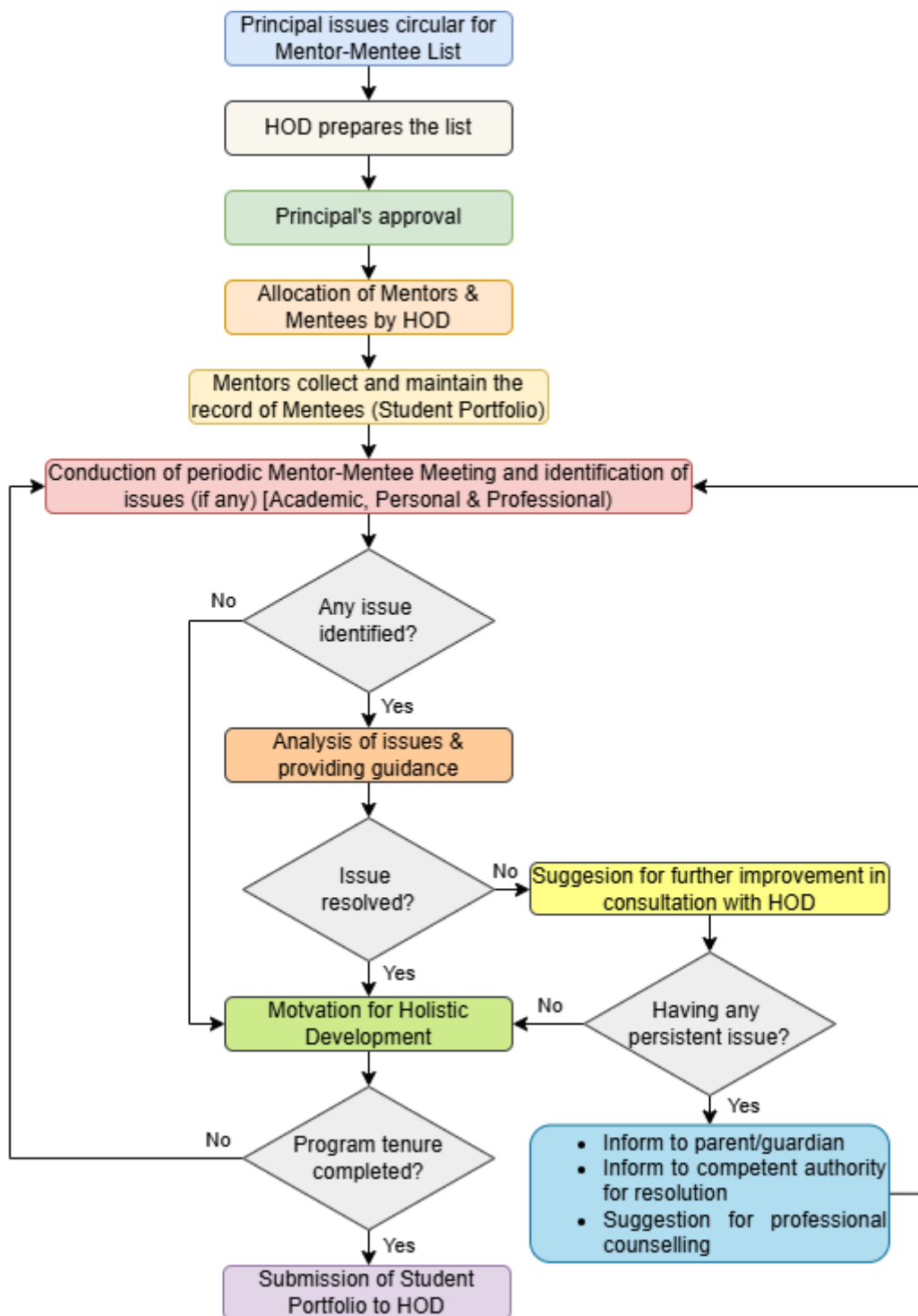


Fig. 1 Flowchart for Mentoring Process

Mentoring is a continuous process throughout a student's academic tenure. From the moment they enroll, students are integrated into this system by providing orientation about the mentoring system. Head of the Departments (HODs) nominate faculty members to serve

as mentors, which is approved by Principal. After Principal's approval, the HOD shares the mentees list with the mentors. Each mentor is responsible for a group of approximately 15-20 students. The process involves regular meeting with the mentees, at least 3 times in a semester as standard practice with additional meetings scheduled as needed.

Each mentor maintains detailed records of mentees in Student Portfolio which encompass a wide range of student activities including academic performance, participation in curricular, co-curricular and extra-curricular events, training and placement activities and social activities. Mentors also document and address the issues related to academic, personal, professional and provide necessary counselling. If a mentor is unable to resolve certain issues they are escalated to the HOD / Competent Authority, who then offer guidance for resolution. Additionally, mentors may engage in discussions with parents/guardians if required. Mentor submit the Student Portfolio to the HOD after the completion of the program.

Composition of the Cell

All the Mentors are the integral part of the Student Mentoring Cell.

Roles & Responsibilities of the Mentors

- Regular interaction with the mentees thrice in a semester and as per requirement.
- Identifying the strengths and weaknesses of the mentees.
- Provide right direction to overcome weaknesses and strengthen positive attributes among mentees.
- Communicate with fellow faculty and promote mentees at the time of difficulty/opportunity to help them to develop further in their areas of interest.
- Prepare mentees to face challenges and achieve their personal and professional goals.
- Develop among themselves a sense of social responsibility and moral values.
- The mentor shall maintain a Student's Portfolio for recording the progress of each mentee and update the same from time to time.
- Interact with the parents regarding progress of the mentees.

Function of the Cell

- Inculcate student's discipline, punctuality and regularity.
- Address conflicts in attitudes, habits and knowledge of students towards learning practices.
- Establish teacher-student relationship.
- Counselling student for solving their problem and provide confidence for their personal growth.
- Guiding students to choose right career path for job, higher studies, entrepreneurship etc.
- Enable the parents to know about the performance and regularity of their wards.

Facilities of the Cell

- Class rooms for the Mentor-Mentee interaction.
- Professional counsellor and Doctor.

In addition to the Student Mentoring Cell, the Institution has a Mentoring and Counselling Committee to ensure the smooth functioning of the mentoring process.

Confidentiality

All the documents related to Mentoring process and the Mentoring report herein shall be kept confidential.

Amendment and Revision of the Mentoring Process

This mentoring process is subject to periodic review, where it can be modified, revised and amended as per the needs and requirement of the institution.