

**Mentoring:**

The faculty is actively involved in a personalized mentoring process for first year students. Each faculty is assigned the role of a mentor and is expected to counsel, maintain discipline and motivate their mentees. The mentoring process works at three levels - personal, academic and for the professional development of the students.

***The roles and responsibilities of the mentors broadly include:***

- Ensuring overall integration of the student with the program - academically and psychologically.
- Counseling and motivating the students.
- Managing discipline & conduct related issues of the assigned students group.
- Counseling the students to ensure adherence to attendance norms and be responsible for their self-learning.
- Attendance waivers under exceptional circumstances to be communicated to the Principal.
- Upon announcement of pre-placement talks and interviews, mentors should make sure they spend time with their mentees in order to enable them to understand themselves better and be better prepared for the interviews.
- Keeping in touch with Placement Cell to be able to guide mentees effectively