



A T M E

College of Engineering



MENTORING HANDBOOK STUDENT

Mentoring Handbook - Student

Objective of the ATME Mentor Program.

The Mentor Program's mission is to bring together students who need good mentors with Faculty members of ATME who are desirous to act as Mentor to serve the student community. Through this program, students will have a guide who can make a positive impact through regular and progressive interactions. The program will provide students an avenue for new perspectives and experiences. We hope to increase the confidence and courage of all students. Students may be far more successful in studies, career, and life in general.

Mentor's Role

The mentor will play an important role in your life. They will be a bridge between you and ATME. The mentor will seek to create a relationship built on trust and friendship and encourage you for overall development in studies, career, and life. The mentor can be a coach, a guide, a motivator, a friend, and a role model. This is an opportunity to make a student aware of their already existing greatness and potential. Each student is capable of reaching great heights; it is just a matter of them realizing it! If students have the confidence and believe in themselves, their potential is limitless.

Four Objectives of the Mentor Program

One – on – One Support:

As a student, we are aware that you have many responsibilities at home and college. The mentor is someone you can talk to about doubts, questions, and concerns. The mentor is here to support and listen to you.

- You will have one mentor.
- Sessions with you and Mentor at least once a month.
- Understand the student's point of view.
- Mentor can provide guidance based on your specific needs.
- The mentor should become your trusted friend.
- You can talk to your mentor about any doubts.

Personality Development

Today many students are trying to find classes that will "coach" them to have a good personality. Students should be well rounded and socially able so that they can be competent in a new, dynamic and changing world. By having a mentor to provide new perspectives, you will gain exposure through new experiences and slowly build your confidence and positive personality.

- Interact regularly with a positive role model.
- Increase your self-confidence.
- Discuss different subjects such as careers, courses, and news.

Academic Support

Normally, faculty members are assigned with students of the same department (except for I year). By matching a student with a mentor who has studied in the same subject or has a career in the same field, we believe it will be easier for student and mentor to

relate to each other from an academic perspective. The mentor does not need to be your tutor, but they may show you ways they were successful in college and in attaining career goals.

- Review past academic marks and set benchmarks to reach goals
- Develop strong study skills & time management
- Mentor can teach concepts
- Provide suggestions
- Motivate you and encourage you
- Keep updated on the progress and results of your exams

Career Guidance

Upon graduation, many students have not developed the proper soft skills or industry knowledge to obtain a good job. Many do not know how or why to start looking for a job early on. Many also do not realize the importance of communication and improving English skills. Students may wait until the final year to start improving their skills. Many end up sitting idle at home while others who have completed the same degree but with more exposure and better training, get the jobs. We want students to get good marks, but also start early in their college years to start planning for their careers. Taking a spoken English course or computer course during the first year can make a big impact on a student. Even reading an English newspaper a few times a week or forming a group discussion with friends can determine whether a student lands a job or not. Students also do not know what career options are available in the new Indian economy.

- Provide new perspectives and ensure you have exposure
- Help you achieve clarity on career choices
- Assist you in planning career path
- Encourage you to explore various career options
- Suggest places and resources you can go to get more information on different careers
- Develop skills specific to job search (e.g. interview skills, CV writing)
- Make suggestions on additional skills (e.g. take a good computer class)

GUIDELINES AND EXPECTATIONS

Sessions between Mentor and Student

- Interactions should be at least once a month.
- Once a month meeting should be minimum half an hour long.
- Each mentor will be paired generally with a student of the same gender
- Schedule your own meetings; fix a mutually convenient time to meet in advance
- You can meet at the student's home or at college.
- If you cannot meet once a month, then you can talk to your student on the phone (last resort).

Support from ATME

ATMECE will support you during this program. We hope to keep the communication open between all parties so that we can continue to improve the program. Always feel comfortable to approach ATMECE for any suggestions, help, or feedback.

Student's Responsibilities

- Student should come to the interaction with open mind.
- Be respectful and on time
- Be prepared for interactions. If there was an expected assignment try your hardest to complete it. If you are not able to complete, then discuss those difficulties in your meeting.
- Student should inform mentor of any cancellations of interaction in advance

Documentation and Evaluation.

After each interaction with student, Mentor will complete specified form in the ERP. This allows mentor to document the discussion between Mentor & you. After a few interactions your mentor will be able to assess your level in terms of challenges, strengths, needs, and opportunities so as to track progress. Make sure you discuss these areas with your mentor so that you mutually understand where you should focus on. This allows us to create a more focused program in the future. The consistent documentation of the Interaction and Focus Area templates will be crucial to assess your improvements and the effectiveness of the Mentor.

Frequency of Interaction.

There shall be Four interaction sessions per semester. This is a guideline for each semester sessions with your student.

Session One - Immediately after previous semester result declaration. (within 4th week for I semester)

- Introductions in case of new mentor. First one-on-one with mentor; build rapport and learn about the mentor. Set expectations.
- Exchange all contact details and understand each other's timing schedule
- Discuss the previous semester results and the reasons for any failure if any.
- Confirm the next meeting date and time.

Session Two – Immediately after First IA result.

- This meeting will be an opportunity to really sit down and focus on the concerning issues.
- Have an open conversation about the student's studies, aspirations, and life in general.
- Discuss about any difficulties being faced by you with respect to Academic subjects.
- Discuss the attendance status & the result of I IA marks scored.
- Focus on the 4 key objectives. Try to understand areas for improvement in these areas.
- Confirm the next meeting date and time.

Session Three – Immediately after Second IA result.

- Talk about any specific activity or discussion that occurred.
- Discuss about any difficulties being faced by you with respect to Academic subjects.

- Discuss the attendance status & the result of II IA marks scored. Reasons for underperformance if any.
- Focus on the 4 key objectives. Try to understand areas for improvement in these areas.
- Confirm the next meeting date and time.

Session Three – Before Semester end examination.

- Continue to focus on learning about the student.
- Discuss about your self-assessment with respect to setting goals, weaknesses, strengths, needs, and opportunities.
- Discuss about difficulties being faced by you with respect to Academic subjects.
- Discuss the attendance status & the result of III IA marks scored. Reasons for underperformance if any.
- In this session, try to focus more on the four key objectives.
- Discuss about the preparation of forthcoming examination.

Limitations of the Mentor Program

Please understand that there will be limitations due to the scope, parameters, and resources of the ATME organization. Although the focus of the program is to provide a greater degree of empowerment and assistance to our students, there will be limits to what we are able to accomplish. We are available as a resource to all mentors and students, but we may not be able to solve all problems in the life of a student. Please keep these guidelines in mind during the mentorship with your mentor:

- Please do not expect any kind of assurance from mentor that is beyond their ability.
- Try to understand the scope and parameters of ATME so you will be able you to better interact with your mentor.
- Although the many facets of a students' life are interconnected and dependent, this mentorship program will focus only on the student and the objectives of the mentor program.
- Please know your own limitations when working with your mentor. When in doubt about a particular situation, please inform ATME.
- Training and workshops for mentors of the Mentor Program will be provided based on available resources.

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