



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

(Approved by AICTE and Affiliated to Pondicherry University)

Kalitheerthalkuppam, Puducherry - 605107.

Standard Operating Procedure for Mentoring & Counseling

Approved in the Governing body meeting held on **April 8, 2013**



MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

Kalitheerthalkuppam, Madagadipet, Puducherry - 605 107

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NOTIFICATION

In pursuance of the approval passed in the Governing Body meeting held on April 8th 2013, it is hereby notified that Manakula Vinayagar Institute of Technology has published Standard Operating Procedure for Mentoring & Counseling.

The SOP for Mentoring & Counseling would serve as detailed guideline to be observed and followed with immediate effect.



Dr.S.Malarkkan


Principal

11.4.13

PRINCIPAL
MANAKULA VINAYAGAR
INSTITUTE OF TECHNOLOGY,
KALITHEERTHAIKUPPAM,
PUDUCHERRY - 605 107

PREFACE

Manakula Vinayagar Institute of Technology (MVIT) provides effective mentoring and counseling system for the betterment of students. Mentoring and counseling Committee aims at providing the following.

- Students performance monitoring.
- Taking care of in-house academic development, solution to students problems, opportunity for career advancement, motivation towards innovation etc.,
- Counseling for slow learning students.
- Arranging special coaching for clearing arrear papers.
- Interaction with Parents about their wards performance.
- Arranging motivation programmes and expert counseling.
- Guiding the students in co-curricular and Extra-curricular activities.
- Preparing the students for Technical competitions.

MENTORING/COUNSELING HIERARCHY

Mentoring Hierarchy followed in the Institution is as follows

- Class advisor
- Students Counselor/Mentor
- Head of the Department
- Professional Counselor
- Head of the Institution

Class Advisor

- Faculty member nominated by Head of the Department act as Class advisor and he or she will continue as class advisor for the particular batch till end of their course.
- Class advisor maintains the record of details such as attendance, academic performance, curricular and co-curricular activities, individual counseling, interaction with parents etc. of students throughout their period of study in a systematic way in the "History Card".
- Class advisor develops a cordial relationship with students of the class and play an important role in motivating potential students, identifying weak students and arrange for counseling, taking forward academic, personal, career related requirements of students to the Head of the Department.
- However, for the first year alone, the class advisor and student counselors are nominated by first year coordinator.

Students Counselor/Mentor

- Head of the Department nominate one faculty for every 10-20 students to act as counselor.
- Student counselor monitors the overall progress of students under their control and offer personal counseling to the students.
- In addition to academic matters, personal issues which hinder the academic growth of student will be identified and addressed by the Student counselor.
- If required, meeting of the student with professional counselor is arranged in coordination with class advisor.
- Frequency of the meeting with students is, on need basis/once in a month.

Head of the Department

- HOD monitors the academic activities happening in the Department, to ensure proper functioning of various levels of mentoring offered to the students and mentoring support systems.
- Based on the need, they counsel / advice / motivate the students individually / collectively for improved academic performance and achievements.
- They also co-ordinate with parents in helping / solving student related problems, when need arises.

Professional Counselor

- MVIT calls a professional counselor to offer counseling to the needy students.
- The students perturbed due to poor academic performance, lack of self-confidence and personal issues are identified by the class advisor with the input from student counselor.
- Head of the Department appraises the issue to the professional counselor and recommends counseling.
- If required, parent of the student is called for appraisal of the problems faced by their ward and suitable remedial measures are suggested.

Head of the Institution

- The Principal - Head of the Institution monitors and controls the entire student support system including the academic matters, students learning & development, Training & Placement and Counseling.
- The Principal also takes care of essential infrastructural facilities needed for the students.

MENTORING/COUNSELING SUPPORT SYSTEMS AT INDIVIDUAL LEVEL FOR VARIOUS PURPOSES

- Peer assisted learning in class room
- Slow learners support system
- Career guidance and motivational programme
- Parent - Teachers Communication

Peer Assisted Learning in Class Room

- Slow learners are identified by the class advisor and the course teacher based on the results and performance of the students in the class room.
- For the identified slow learners, peer assisted learning is arranged with the support of bright students.
- Slow learners are made comfortable to interact with their classmates in learning difficult concepts. Course faculty lends help to clarify the doubts of students.
- Additional class hours are allotted to facilitate peer assisted learning.
- Academically weak students are largely benefitted by peer assisted learning and showing improvement.

Slow Learners Support System

- Slow learners are encouraged to attend special coaching classes organized during evening/ Saturdays/ study holidays.
- Special coaching classes are conducted for preparing the slowlearners well for class tests, internal tests and model exams.
- Separate coaching classes are also planned and conducted for those students who are having arrear in the previous semester.
- Before the exams, the students are counseled and motivated to take-up the university exams confidently.

Career Guidance And Motivational Programmes

- Placement cell organizes career guidance and motivational lectures to students at regular intervals by inviting eminent personalities from industry / alumni and guide students towards prospective career opportunities.

Parent-Teachers Communication

- SMS is sent to the parents of absentees daily.
- Details pertaining to attendance and marks scored by the students are sent to parents at the end of every internal assessment through SMS and progress report.
- On need basis, class advisor also contact the parent through mobile phone to appraise the student's performance.
- The parent-teacher's communications helps the students to receive parental advice/motivation/support for enhanced academic performance

EXPECTED OUTCOMES

- Significant improvement in the academic performance of the students.
- Exposure to real world problems thereby achieving considerable practical knowledge.
- Improved placement record
- Improved awareness among the students on the usage of modern and latest technologies.
- More number of Students undertaking industrial oriented projects.
- Increased students participation in competitions
- Enhanced Confidence level/positive mindset of the students.
- Improved team spirit

In view of the above, Manakula Vinayagar Institute of Technology, Puducherry aims at:

- Students performance monitoring and improvement
- Counseling and coaching the slow learning students to secure higher score in University Examination
- Arranging motivation programmes and expert counseling to the students
- Guiding the students to participate in co-curricular and Extra-curricular activities and explore their skills and talents.

**Sd/-
(Dr. S.Malarkkan)
Principal**



MIT-Manakula Vinayagar
Institute of Technology

