



Mentoring and Counseling Committee

1. Description of the Committee

The Mentoring and Counseling Committee is dedicated to providing comprehensive support and guidance to students through structured mentoring and counseling programs. The committee facilitates Know Your Student (KYS) initiatives, mentor-mentee allocations, corporate mentoring partnerships, and career counseling services. By fostering a supportive environment, the committee aims to enhance students' academic performance, career readiness, and personal growth.

2. Purpose of the Committee

The purpose of the Mentoring and Counseling Committee is to implement and manage programs that provide students with personalized guidance and support. This includes developing strong mentor-mentee relationships, connecting students with industry professionals, and offering career counseling to help students navigate their academic and professional journeys.

3. Objectives of the Committee

- To implement the Know Your Student (KYS) program for better understanding of student needs.
- To allocate mentors to students, ensuring effective mentor-mentee relationships.
- To establish corporate mentoring partnerships with industry experts.
- To provide career counseling services to assist students in their career planning and development.
- To monitor and evaluate the effectiveness of mentoring and counseling programs.

4. Committee Members/Composition



S. No.	Name of Faculty	Designation	Committee Designation
1	Dr. Irudhayamary Premkumar	Assistant Professor	Team Incharge
2	Mr. Aeja Ahmed	Training Head	Coordinator
3	Alumni	Coordinator	Coordinator
4	Industrial Expert	Coordinator	Coordinator

5. Roles and Responsibilities of Members

- **Team Incharge:** Oversees all committee activities, ensures alignment with university goals, and liaises with university administration.
- **Coordinator:** Assists in planning and executing committee programs, manages communications, and coordinates mentor-mentee allocations.
- **Alumni Member:** Provides insights and support based on alumni experiences, helps in organizing mentoring sessions.
- **Industrial Expert:** Offers industry-specific guidance, participates in corporate mentoring, and assists in career counseling.

6. Frequency of Meetings

The committee meets once per semester and conducts additional meetings as needed to address specific tasks or urgent matters.

7. Procedure

Procedure for Mentor-Mentee Allocation and Counseling:

1. **Identify Needs:** Conduct KYS surveys to understand student needs and preferences.
2. **Assign Mentors:** Allocate mentors to students based on survey results and availability.
3. **Corporate Mentoring:** Establish partnerships with industry experts for corporate mentoring sessions.
4. **Career Counseling:** Schedule regular career counseling sessions with qualified counselors.
5. **Monitor Progress:** Regularly monitor mentor-mentee interactions and counseling effectiveness.



6. Feedback: Collect feedback from students and mentors to assess and improve the program.
7. Report: Prepare periodic reports summarizing activities, outcomes, and recommendations for future programs.

Flow Chart:

- 1.** Identify Needs → 2. Assign Mentors → 3. Corporate Mentoring → 4. Career Counseling → 5. Monitor Progress → 6. Feedback → 7. Report