

(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTUK, Kakinada)

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NH-16, Anakapalle – 531002, Visakhapatnam, A.P.

Mobile: +91 9963981111, Website: www.diet.edu.in, E-mail: info@diet.edu.in

Best practices -Mentoring

1. Title of the Practice: Mentoring

2. Objectives of the Practice

- 1. The goal of a mentorship program is to accelerate the personal and professional development of mentees.
- 2. This is achieved by providing mentees with guidance, advice and feedback from mentors with more experience than themselves.
- 3. Prior to pursuing a mentoring relationship, it is beneficial to ponder Commitment, Dedication and clarity.
- 4. To provide support and guidance on teaching, research, and mentoring of students.
- 5. To support the professional advancement of the mentees by relaying experiences and knowledge of mentors in the key performance areas of teaching, research and support service.
- 6. To address psychosocial issues of the mentees for in time remedy and to avoid things deteriorate further.
- 7. To improve the study environment by improving relationships between teachers and their students and make the teaching more effective.
- 8. The purpose of the exercise is to assess skills, strengths, weaknesses and areas where development is needed.
- 9. To identify achievable learning goals.
- 10. The plan requires following things:
- 11. Declaring personal goal

Build New World

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- 12. The personal goal should identify the student's values and vision inclusive of ethical considerations for personal and professional development.
- 13. Self-assessment & Conversation Topics



3. Challenges and issues in designing and implementation of this practice (Mention challenges encountered in your department)

There are several challenges involved in designing the structure of roles and responsibilities of the mentor-mentee scheme. The expectations from the mentor & mentee sometimes become roadblocks to the implementation.

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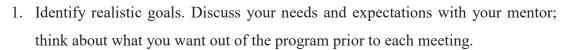
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Expectations from Both Mentor and Mentee

- 1. Respect confidence and trust each other.
- 2. Discover common ground and respect your differences.
- 3. Be available as and when required with prior planning

Expectations from Mentee



- 2. Negotiate ideas and activities with your mentor.
- 3. Be committed to carrying out agreed-upon goals; follow through.
- 4. Be receptive to suggestions and feedback.
- 5. Keep mentors informed of progress.
- 6. Contact mentor if unable to attend scheduled meetings in a timely manner.
- 7. Realize that having a mentor is a privilege and work hard to take advantage of the opportunity.
- 8. Contact program staff if there is a concern with the mentor relationship.

4. Description of the Practice and its uniqueness in the context to indian higher education (Mention limitations /Constraints)

Mentor Duties

- 1. Each mentor is allotted a batch of students, as suggested by the Departmental Coordinator in consultation with the Head of the Department.
- 2. Mentors should conduct at least four meetings per semester with the mentees.





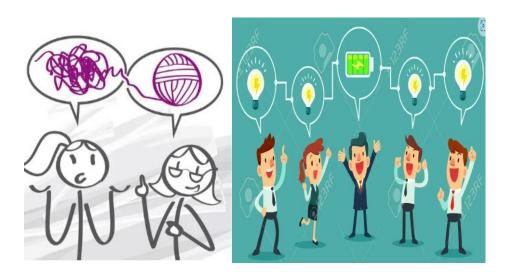
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- 3. Mentors should take care of the mentee's batch for academic interests and support them for improvement.
- 4. Mentors should encourage students for extracurricular activities within the institute and at University as well as inter-University level.
- 5. Mentors should interact with parents only in case of extreme situations.
- 6. Mentors should maintain records of all the meetings held with mentees/ parents.
- 7. Mentors should update the record regularly in the formats supplied.
- Mentors should provide information about possible financial assistance available to mentees.
- 9. Every Department has to conduct an "Open House" once in an academic year.
- 10. The record has to be handed over to the new mentor in case mentors are changed.
- 11. Annual report in form of summary has to be prepared by each Mentor and to be submitted to the Departmental Coordinator.





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5. Evidence of Success (Provide evidence of success such as performance against targets and benchmarks, review/results)

Academic year: 2021-22

1. R Ramya – 18U41A0214 – CGPA: 8.73 (Till IV-I)

Academic Achievement: Topper of the Batch (2018-22)

Placement: Ford Motors India



Academic Journey: She is hard worker but lack of presentation skills. The mentor identified her drawback and motivated to excel the academic merit with good communication skills. During the academic journey she got married and she was mentally unstable at the stage to balance both personnel & professional career. Effective mentoring made her to stable in all situations and she performed well both in academics and improved her communication skills and became a role model to their juniors. As a token of her dedication & mentor efforts she got placed in Ford motors and stood as topper in the academic year. She proved that "Marriage is not a barrier for career advancement"

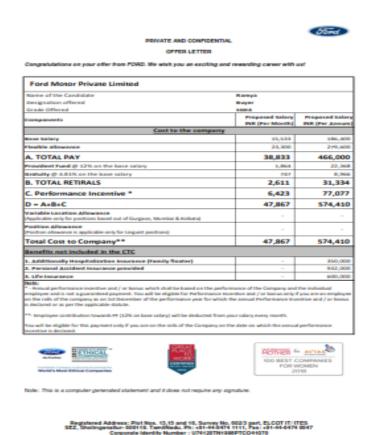


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Name of the			CGPA					
Student	Regd. No.	1 st Yr	2 nd Year	3 rd	IV-I	Overall		
Student		1 11	2 Ital	Yr				
R RAMYA	18U41A0214	8.9	8.5	8.89	8.75	8.73		



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2. P Prasanna Kumar – 18U41A0212 – CGPA: 7.3 (Till IV-I)

- Class Representative for four years
- Good in research activities
- Self-Discipline & maintains regularity in work
- Courteous towards Teachers, Staff & fellow students
- Diligent towards work



Academic Journey: He is active participant in all activities but reluctant to academics. Repeatedly, mentor felt the same impression on him. With suggestion of mentor, classteacher made him as class representative and R&D coordinator for student section. The decision works well and the attitude towards career slowly changed and finally academic results also improved. During covid phase, due to family issues he didn't performed well but "Realisation is first step for success". He approached the mentor about his goals and he want to became a entrepreneur as a result he became student editor to the research book PEER-2022 and published research journal in final year project and also participated in Smart hackthon.

Name of the Student	Regd. No.			CGPA in 3 rd Year		
P Prasanna Kumar	18U41A0212	7.88	6.95	7.07	7.2	7.3



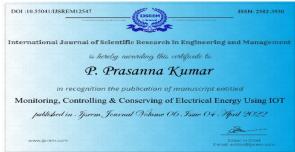
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3. A Sai Sasi Kumar --- 19U45A0202 - CGPA: 7.6 (Till IV-I)

GATE 2022 Qualified - Rank: 6210



Academic Journey: Basically, He is good and dedicative aspirant but lack of counselling regarding higher education opportunities. During some phase he elected as IEEE student section member due to this he didn't performed well in the academics with backlogs. At this critical situation mentor plays an active role to upgrade his balancing dual roles at a time strategy which further helps him to manage time in GATE exam and performed well in interviews also.

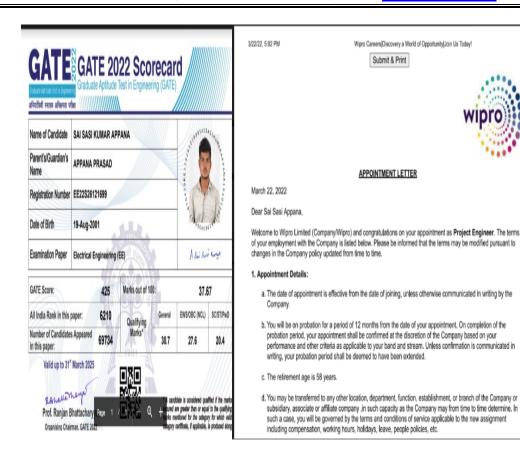


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Name of the Student	Regd. No.	CGPA in 1 st Year		CGPA in 3 rd Year		Overall CGPA
A Sai Sasi Kumar	19U45A0202	NA	7.4	7.6	8.2	7.6



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4. KARRI .MAHESH -- 18U41A0221 - CGPA:8.4 (Till IV-I)

Placement: TCS, WIPRO, ASHOK LEYLAND

Professional Body Membership: 96152406



Academic Journey: He is good student, "Sudden Freedom sometimes makes a person dumb" likewise, he is irregular to classes. Mentoring helps to came out of it and improved his communication skills by reading newspapers in central library. As a result he got placed in 3 companies and also elected as student editor for PEER-2022 research book. "Sometimes gold is covered with dirt...but effective mentoring we made a beautiful golden ornaments"



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Name of the Student	Regd. No.			CGPA in 3 rd Year		
K Mahesh	18U41A0221	9.2	7.9	8.1	7.9	8.4

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6. Problems Encountered and Resources Required

In every phase problems encountered,

Build New Work

<u>Student Phase</u>: Some students are reluctant towards the mentors suggestions, but "Continuous efforts never fail" As a result success encountered to the students which is token of the efforts & interest of teaching evaluation procedures of Institute faculty.

<u>Mentor phase:</u> Mentors has to face both the sides of coin which resembles the key monitoring system at institute level to student level apart from regular duties. But, for a "Teacher stress is success of their student"

Resources required:

- 1. **Toolkit** is designed to assist mentors and mentees as they establish and maintain a productive mentoring relationship. It is designed to meet the following expectations of a mentoring relationship: Understand the qualities that lead to success.
- 2. **Awareness sessions** need to organize regularly for mentor-mentee team for productive environment
- 3. **Connectivity to the professional mentors** boosts up the motto and enriches the purpose of this best practice.
- 4. **Hierarchical meetings** such as mentor-class teacher-Head of the Department-Academic coordinator-principal.



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Name: K Kranthi Kumar Branch: ECE Batch: 2014-18

Academic Journey:

He was an above average student during his schooling and intermediate education with an average percentage of 85. His communication skills were also good during his initial days of college. But later on he started being careless and clearing up all the subjects in a semester became a big task for him. He became very naughty and careless. 3rd year of his Engineering life was very worse as he was having many backlogs and used to be regularly absent to the college. Later on with serious mentoring and continuous guidance from his mentors he started clearing up all the backlogs. During his final semester he started thinking of his career and started planning for it. He wanted to go for his MS and even took coaching for it.

Department of Homeland Security U.S. Immigration and Customs Enforce	I-20, Certificat OMB NO. 1653	e of Eligibility for Nonir 1-0038	mmigrant Stu	ident Status		
SEVIS ID: N0032205850						Diet Dadi In
			N NAME Class of Admission			ANAKA
PREFERRED NAME	REFERRED NAME		PASSPORT NAME		4	
Kranthi Kumar Karnam COUNTRY OF BIRTH INDIA CITY OF BIRTH		COUNTRY OF CUINDIA		I.	-1	1. Student Profile
Visakhapatnam FORM ISSUE REASON INITIAL ATTENDANCE		16 SEPTEMBER ADMISSION NU	1997		MIC AND GUAGE	Name of the Student Surname
SCHOOL INFORMATION						c. Nationality
SCHOOL NAME Cleveland State University Cleveland State University		SCHOOL ADDR	EESS AVE, BH 411, CLEVELAR	ND, OH 4411	5	e. Caste
SCHOOL OFFICIAL TO CONTACT UPON Mary Brown Manager of International Student		SCHOOL CODE CLE214F00211 27 DECEMBER	AND APPROVAL DATE 000 2002			9 Date of Birth i Hall Ticket No.
PROGRAM OF STUDY						
EDUCATION LEVEL MASTER'S	MAJOR 1 Computer Science 1	1 0701	MAJOR 2 None 00.0000			J. Aadhar No.
PROGRAM ENGLISH PROFICIENCY Required	ENGLISH PROFICIEN Student is profice	CY NOTES	EARLIEST ADMISS 18 JULY 2021	ION DATE		k. Residence Address
START OF CLASSES 21 AUGUST 2021	PROGRAM START/EN 17 AUGUST 2021 - 1	D DATE 1 AUGUST 2023				Building Name / Flat :
FINANCIALS						
ESTIMATED AVERAGE COSTS FOR: 9 MG			NDING FOR: 9 MONTHS	53	20	City: Visak
Tuition and Fees Living Expenses	\$ 19,772 \$ 12,670	Personal Fun Funds From T		5	0	State : And hya
Expenses of Dependents (0)	\$ 12,070	Family Funds			38,642	State Highya
Books, Supplies, and Health Ins	\$ 6,200	On-Campus En	ployment	\$		L Student Mobile No. :
TOTAL	\$ 38,642	TOTAL		\$ 3	30,642	
REMARKS						m. Residence Landline No.:
CSU ID: 2829558 CSG						n. E-Mail of Student
						o. Mother Tongue
SCHOOL ATTESTATION						. Profile of Parents -
I certify under penulty of perjury that all informat States after review and evaluation in the United S and proof of financial responsibility, which were	tates by me or other officials of t received at the school prior to the	he school of the studer e execution of this form	nt's application, transcripts, or m. The school has determined t	other records of that the above ra	courses taken amed student's	a. Name of the Father
qualification meet all standards for admission to designated cased official of the above named sch	the school and the student will be sool and am authorized to issue the	is form. DATE ISSUED		ACE ISSUED	(2(1X6), 1 am a	Occupation
SIGNATURE OF Mary Brown, Manager Student and Scholar Services	of International	03 July 2021		IVELAND, OH		Landline
STUDENT ATTESTATION I have read and agreed to comply with the terms of	and conditions of my advisory	and those of one	in of the Louis to	formation a	ded on this form	Education :
naive read and agreed to compty with the terms of refers specifically to me and is true and correct to purpose of pursuing a full program of study at the pursuant to 8 CFR 214.3(g) to determine my noni-	the best of my knowledge. I cert school named above. I also auth	ify that I seek to enter torize the named school	or remain in the United States of to release any information fr	s temporarily, an rom my records i	d solely for the	b. Name of the Mother:
X SIGNATURE OF: Kranthi Kumar Karna:	n	D/	ATE			Occupation :_
NAME OF PARENT OR GUARDIAN	X SIGNATURE	AI AI	DDRESS (city/state or provin	nce/country)	DATE	Education :_
			- Congress of Paris			Mahila No
						Mobile No.
ICE Form I-20 (04/30/2021)					Page 1 of 3	

AN.	Institute of Engineering & Technology AKAPALLE, VISAKHAPATNAM - S31 002, nww.diet.edu.in
dana.	STUDENT GENERAL INFORMATION
Student D	14 Branch ECE
a. Name of the Shu	
b. Surname	en k. Kranthi kurnar Ivas
c. Nationality	KARNAM Photograph
e. Caste	Indian & Religion Hindu
9 Date of Birth	Turpu kapput Category RC-D 16-D9-1991h. Place of Birth Anakapalle
i Hall Ticket No.	14HHADOM DE
J. Aadhar No.	41413086 Photograph
k. Residence Addres	ss : Door No. 26-15-13
Building Name / F	lat :
Street :	
City: Visc	akhapat namakhapatnar Visakhapatnar
State : And ha	a Pradeshpin code 530026
I Student Mobile No	9000630155
m. Residence Landline	
	Kranthi Kaanana gmailcom IVYEAR
o. Mother Tongue	Teluqu
Profile of Parents -	retaga
	r K. Jagan
Occupation	Lorry Mechanic
Landline	Mobile No.: 998506239
Education	:
b. Name of the Mothe	er K. Lakshni
Occupation	House wife
700000000000000000000000000000000000000	E-Mail id:
Education	
Mobile No.	· 7075302326



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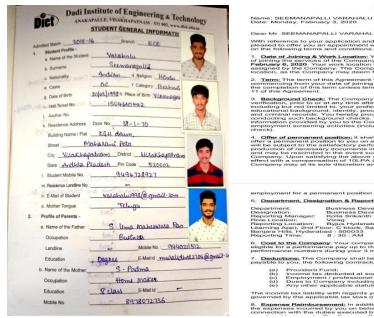
Name: Varahalu S Branch: ECE Batch: 2015-19

Academic Journey:

He was an introvert during his first year of education. He was an average student till his intermediate. During his engineering tenure he was fascinated with extracurricular activities and piled up his backlogs count. Every faculty spotted him to improve his academics and communication skills. He was very careless regarding his career. Later on with the suggestions and guidance from his mentor lot of change has been observed in him in terms of his attire, attitude and performance. Slowly he started to concentrate on his career and developed a lot of self confidence and finally proved his strength by achieving a couple of offer letters from various companies. He also inspired many of his juniors telling them to set a goal initially for better career.

Few words given by S Varahalu as a DIET Alumni

https://drive.google.com/file/d/1fkbvCLfGZ6VMSs5w1MQs6C8sYFdyuk11/view?usp=drivesdk







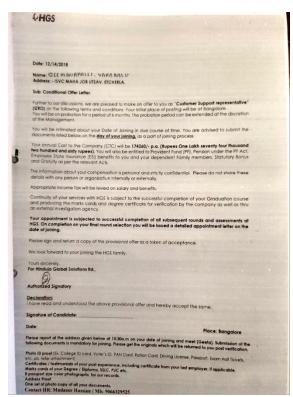
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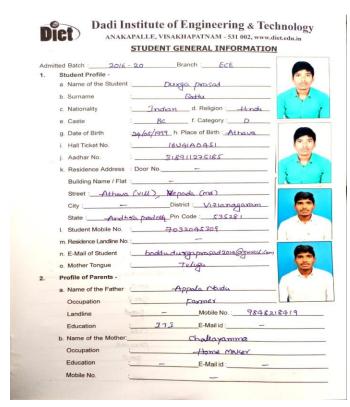
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Student Details:

Name: B Durga Prasad Branch: ECE Batch: 2016-20

Academic Journey:

He is from a small village named Athava under Vizianagram Dist. His father is a farmer. His schooling was completely in telugu medium. He joined the college with a very poor communication skill set. He couldn't cope up initially with English mode of delivery and failed in 3 subjects during 1-1 Sem. Later under extreme mentor supervision he started improving himself with 1 backlog in 1-2 sem. From then he was clearing all his subjects regularly without any backlogs . He prepared himself for PGCET and secured 2508 rank. He got M Tech admission in JNTUA, Pulivendula. He was very thankful to the mentor for the constant support and encouragement. His father was very happy conveying that only very few from their village could complete their Post Graduation.







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Name: Chandrika P Branch: ECE Batch: 2017-21

Academic Journey:

She is from a remote place named madugula. She need to travel nearly 90km to and fro from her home to college daily. The transport facility is very poor, only 1 bus for every 2 hrs. Her education is from Govt. Institutions. Initially she was lagging in her academics with couple of backlogs. The mentor suggestions in every semester were to improve the communication skills. She took up all those suggestions positively, improved herself in Academics and by end of her final year, she cleared all her subjects. She finally stood as a role model for all the girls coming from govt institutes and a remote village by placing in a top MNC "TCS".

Adm	itted Batch : 2017 - 2021 Branch : FCE
1.	Student Profile
	a. Name of the Student Chandrika
	b. Surname Palakurthi
	c. Nationality Indian d. Religion Hindu
	e. Caste Turt per Ica per 1 Category BC-D
	g. Date of Birth : 13/8/2002 h. Place of Birth madugula
	i. Hall Ticket No. : 1704/AD444
	j. Aadhar No. : 326407639831
	k. Residence Address : Door No. 7 5 1
	Building Name / Flat :
	Street: NaVara Storet III YEAR
	City: merdugula Villag, District: Visakhapatrem Photograp
	State: An other pradus Pin Code: 53 10 27
	Student Mobile No. :
	m. Residence Landline No.:
	n. E-Mail of Student : Chandrina Pala kurthe 13 Damakon Photogra
	o. Mother Tongue : Telugy Photogra
2.	Profile of Parents -
	a. Name of the Father : P. Satya Rao
	Occupation : Cv & Ice
	Landline Mobile No.: 9 550320 93
	b. Name of the Mother: P. satya Uni
	Occupation : Home makes
	Education : E-Mail id :





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Name: Y Sai Surendra Branch: ECE Batch: 2018-22

Academic Journey:

Initially He was an average student with a single backlog in his first semester. Parents use to visit college and speak with the mentor about his performance. He got very fascinated with friends and other activities and became a very careless student from the 2^{nd} semester onwards. In 2^{nd} semester he got failed in 3 subjects. He started giving least priority to academics and piled up a couple of backlogs till 3rd year. His mentors used to give a special attention towards his development by which he proved himself back again in 7th semester by clearing all the subjects. And finally with the help of mentors support he also got a software job in this final semester. His parents were very great full for the faculty and college for supporting their child in all means and ending his engineering life with a fruitful job.

Dadi Institute of Engineering & Technology ANAKAPALLE, VISAKHAPATNAM - 631 002, www.diet.edu.in STUDENT GENERAL INFORMATION	Forwarded messageForm: Rajyalakshmi -rajyalakshmi.bavara chandusoft.com> Date: Tue, May 24, 2022 at 5:00 PM
Admitted Batch 2018 1. Student Profile - a. Name of the Student Sai Surandra. b. Surname Ye. Lamay fix	Subject: Chandusoft Technologies Pvt Ltc To: <salsurendra421@mail.com> Co: <tpo@diet.edu.in>, Mrudula Gollapalli <mrudula.gollapalli@chandusoft.com></mrudula.gollapalli@chandusoft.com></tpo@diet.edu.in></salsurendra421@mail.com>
c. Nationality Indian d. Religion: Hindu	Mr. Sai Surendra,
g. Date of Birth	Congratulations on your offer from Chand Technologies Private Limited. We are delighted to offer you the JUNIOR ENGINEER - ITES with an anticipated start date of 06th 2022(Monday) at 9AM in the Office(Duvvada). Following are the documents which need at the time of your Joining
m. Residence Landline No. n. E-Mail of Student o. Mother Tongue Profile of Parents -	01. 10th Standard(Xerox) 02. Intermediate(Xerox) 03. B. Tech 1(1) - 3(2) Mark memos(Xerox 04. Aadhar 4 copies Xerox 05. Blood report Xerox 06. Bank account Xerox
a. Name of the Father : Y . Carni Raw	 4 Passport size photos Original certificates
Occupation : Business	In the meantime, please don't hesitate to
Landline : Mobile No. : 42 47448037 Education : X E-Mail id :	through email if you should have any questions or conce
b. Name of the Mother: Y Ratnamala	We look forward to hearing from you and
Occupation : tome makes	our team!
Education :E-Mail id :	Warm Regards,
Mobile No. : 9 2 1 8 3 3 3	 Rajyalakshmi Bavara, HR Assistant Chandusoft Technologies Private Limited. SDF IV Block, II nd Floor

From: Rajyalakshmi <rajyalakshmi.bavara@ chandusoft.com=""></rajyalakshmi.bavara@>
Chandusoft.com> Date: Tue, May 24, 2022 at 5:00 PM Subject: Chandusoft Technologies Pvt Ltd - Job Offer. To: <salsurendra421@gmail.com> Co: <tpo@diet.edu.in>, Mrudula Gollapalli <mrudula.gollapalli@chandusoft.com></mrudula.gollapalli@chandusoft.com></tpo@diet.edu.in></salsurendra421@gmail.com>
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In the meantime, please don't hesitate to reach out to me through email if you should have any questions or concerns.
We look forward to hearing from you and hope you'll join our team!
Warm Regards,
Rajyalakshmi Bavara, HR Assistant

(Approved by A.I.C.T.E., New Delhi & Permanently Affiliated to JNTUK, Kakinada)

NAAC Accredited Institute and Inclusion under Section 2(f) & 12(B) of UGC Act An ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018 Certified Institute.

NH-16, Anakapalle – 531002, Visakhapatnam, A.P.

Mobile: +91 9963981111, Website: www.diet.edu.in, E-mail: info@diet.edu.in

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING

Mentoring Report

The Institute emphasizes on monitoring the students in regular basis throughout the years. It has been designed a special mentoring book for each student for observation in keen manner to improvement of the student career by year to year in all aspects. The mentor book consists of monthly attendance, performance in internal and external examinations along with personality development like behavior, monitoring and counseling year to year increase in achievements, participations in seminar/workshops/ paper presentations/ skill based certification programmes, extension activities etc., in regular monitoring.

In this best practice of maintaining the mentoring/ counseling, most of the students were benefitted in performance, placements and in higher studies. For example, a student mentioned below studied **B. Tech** (**CSE**) during 2017-21. After regular mentoring on attendance and performance, she was developed.

<u>Student Name: Konathala Bhargavi</u> <u>Roll No: 17U41A0574</u>

- She was poor in technical skills initially and the mentor advised her to improve her technical skills by attending skill-based certification courses, which she did, took up later.
- She attended the communication skill and soft skills classes regularly. She improved her vocabulary and practiced TOEFL, etc.
- She got an M.S. seat at De Montfort University, Leicester, U.K. in December 2021 and she joined in M.S.

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Student Name: Bollam Reddy Jyothi

Roll No: 17U41A0565

- She failed one subject in I year I semester and two subjects in I year II semester. After continuous monitoring and conducting remedial classes, she was passed.
- She was poor in mathematics and her mentors advised her to attend backlog classes.
- She attended the communication and soft skill classes on her mentor's advice. She improved her vocabulary.
- Even though her parents were not well educated, her mentors gave her all the moral support she needed to develop.
- She got an M.S seat at DE Montfort University, Leicester, U.K., in October 2021 and joined in M.S

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In this best practice of maintaining the mentoring/ counseling, most of the students were benefitted in performance, placements and in higher studies. For example, a student mentioned below studied **B. Tech** (CSE) during 2018-22. After regular mentoring on attendance and performance, she was developed.

Student Name: KARRI PELSEA

Roll No: 18U41A0526

- She developed herself drastically under the guidance and monitoring of her mentors regularly.
- She improved at attending classes regularly.
- She was poor in her communication skills and advised her to attend communication and soft skills classes regularly. She improved her vocabulary and practiced in BEC classes too.
- She was advised to attend seminars, workshops and present papers regularly. She had overall improved herself in all the aspects with continuous mentoring.
- She got selected by many MNCs like
 - 1. In November 2021, Wipro hired her as a Project Engineer.
 - 2. TATA Consultancy Services Limited (TCSL) as Assistant System Engineer in December 2021.
 - 3. **Capgemini** as an analyst in 2021.
 - 4. In **Infosys**, **joins** as a systems engineer in March 2022.

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In this best practice of maintaining the mentoring/ counseling, most of the students were benefitted in performance, placements and in higher studies. For example, a student mentioned below studied **B. Tech** (CSE) during 2017-22. After regular mentoring on attendance and performance, she was developed.

Student Name: NAGIREDLA TEJASWI

Roll No: 17U41A0545

- He failed in subjects in I B. Tech I Sem. and two subjects in I Year II Sem., and he was
 detained in his first year. He was advised and closely monitored to attend remedial classes,
 was guided and was taught to know the topics in details and he cleared all his subjects with
 good score.
- Even though he was from a poor background and his parents were illiterate, he developed himself under the guidance and monitoring of his mentors regularly.
- He improved by attending classes regularly.
- He was advised to attend the seminars and workshops and present papers regularly. He improved a lot in his studies.
- He got selected in **Wipro** as a Project Engineer in March 2022.