



# DADI INSTITUTE OF ENGINEERING & TECHNOLOGY

(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](http://www.diet.edu.in), E-mail: [info@diet.edu.in](mailto:info@diet.edu.in)

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## 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

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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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## *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*

1. Identify realistic goals. Discuss your needs and expectations with your mentor; think about what you want out of the program prior to each meeting.
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.
8. 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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PRIVATE AND CONFIDENTIAL  
OFFER LETTER

Congratulations on your offer from FORD. We wish you an exciting and rewarding career with us!

Ford Motor Private Limited		
Name of the Candidate	Ramya	
Designation offered	Buyer	
Grade Offered	1002	
Components	Proposed Salary ₹/M (Per Month)	Proposed Salary ₹/Yr (Per Annum)
<b>Cost to the company</b>		
Base Salary	25,533	296,400
House allowance	29,300	279,600
<b>A. TOTAL PAY</b>	<b>38,833</b>	<b>466,000</b>
Provident Fund @ 12% on the base salary	1,864	22,368
Gratuity @ 4.81% on the base salary	757	8,964
<b>B. TOTAL RETIRALS</b>	<b>2,611</b>	<b>31,334</b>
<b>C. Performance Incentive *</b>	<b>6,423</b>	<b>77,077</b>
<b>D = A+B+C</b>	<b>47,867</b>	<b>574,410</b>
Variable Location Allowance <small>(Applicable only for positions based out of Gurgaon, Mumbai &amp; Kolkata)</small>	-	-
Position Allowance <small>(Position allowance is applicable only for linguistic positions)</small>	-	-
<b>Total Cost to Company**</b>	<b>47,867</b>	<b>574,410</b>
<b>Benefits not included in the CTC</b>		
1. Additionally Hospitalization Insurance (Family floater)	-	250,000
2. Personal Accident Insurance provided	-	932,000
3. Life Insurance	-	600,000

**Notes:**

\* - Annual performance incentive and / or bonus which shall be based on the performance of the Company and the individual employee and is not a guaranteed payment. You will be eligible for Performance Incentive and / or bonus only if you are an employee on the rolls of the company as an JCT member of the performance year for which the annual Performance Incentive and / or bonus is declared or as per the applicable status.

\*\* - Employer contribution towards PF (12% on base salary) will be deducted from your salary every month.

You will be eligible for this payment only if you are on the rolls of the Company on the date on which the annual performance incentive is declared.






Note: This is a computer generated statement and it does not require any signature.

Registered Address: Plot Nos. 13, 15 and 16, Survey No. 6023 part, ELCOIT IT-ITES  
SEZ, Sholingur-502119, TamilNadu, Pin: +91-44-8474 1111, Fax: +91-44-8474 3547  
Corporate Identity Number : U74120TN1988P12041079

Name of the Student	Regd. No.	CGPA				
		1 <sup>st</sup> Yr	2 <sup>nd</sup> Year	3 <sup>rd</sup> Yr	IV-I	Overall
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 1 <sup>st</sup> Year	CGPA in 2 <sup>nd</sup> Year	CGPA in 3 <sup>rd</sup> Year	CGPA in IV-I	Overall CGPA
P Prasanna Kumar	18U41A0212	7.88	6.95	7.07	7.2	7.3

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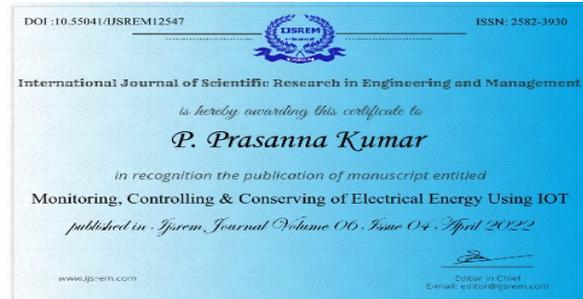
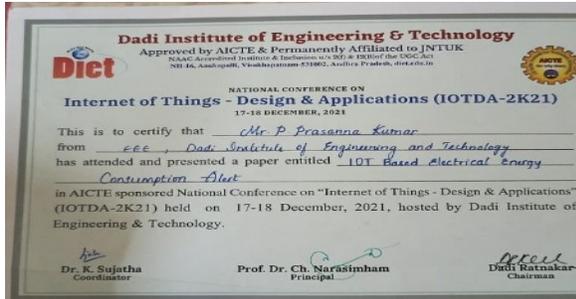
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### 3. A Sai Sasi Kumar --- 19U45A0202 – CGPA : 7.6 (Till IV-I)

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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3/22/22, 5:02 PM

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**APPOINTMENT LETTER**

March 22, 2022

Dear Sai Sasi Appana,

Welcome to Wipro Limited (Company/Wipro) and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

**1. Appointment Details:**

- The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the Company.
- You will be on probation for a period of 12 months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- The retirement age is 58 years.
- You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a case, you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.

Name of the Student	Regd. No.	CGPA in 1 <sup>st</sup> Year	CGPA in 2 <sup>nd</sup> Year	CGPA in 3 <sup>rd</sup> Year	CGPA in IV-I	Overall CGPA
A Sai Sasi Kumar	19U45A0202	NA	7.4	7.6	8.2	7.6



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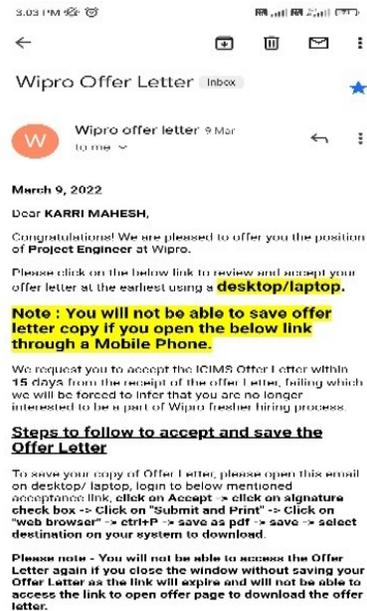
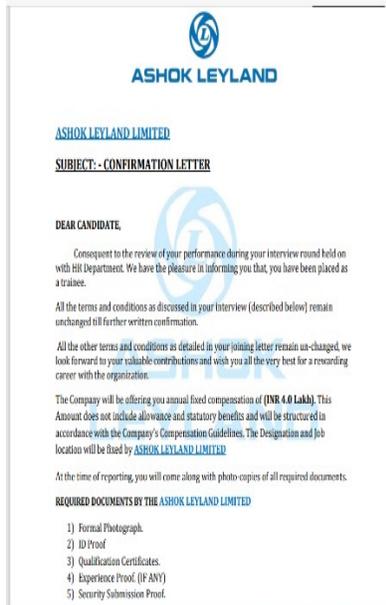
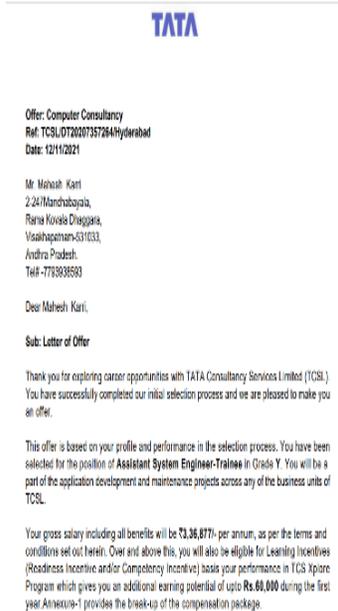
## 4. KARRI .MAHESH -- 18U41A0221 – CGPA:8.4 (Till IV-I)

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 come 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”**



Name of the Student	Regd. No.	CGPA in 1 <sup>st</sup> Year	CGPA in 2 <sup>nd</sup> Year	CGPA in 3 <sup>rd</sup> Year	CGPA in IV-I	Overall CGPA
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,

**Student Phase:** 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.

**Mentor phase:** 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.

# Mentoring Report Evidences

## 1. Virtual Mentoring

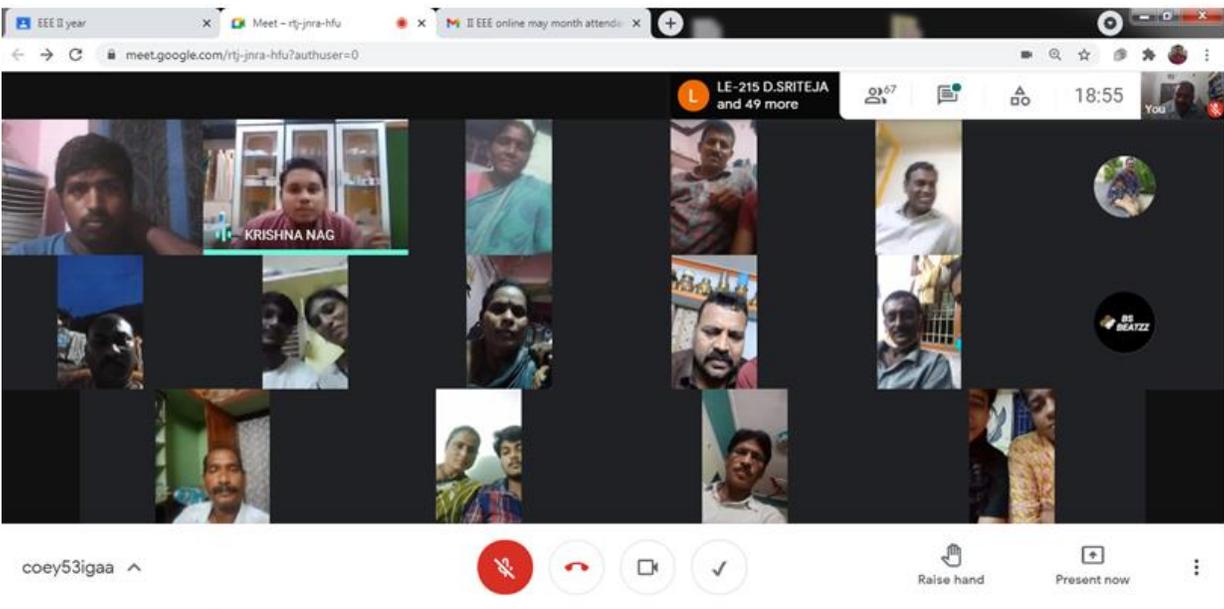
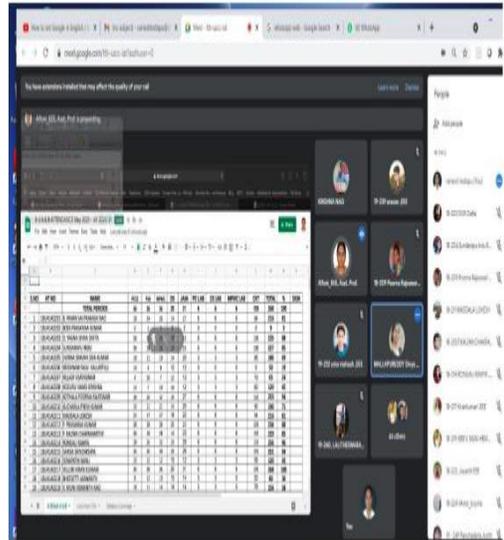
### Agenda of \*Parent - Teacher Meeting\*

1. Feedback on online classes from your respective Parent
2. Monthly attendance report
3. Express your views on online classes
4. Feedback on online classes

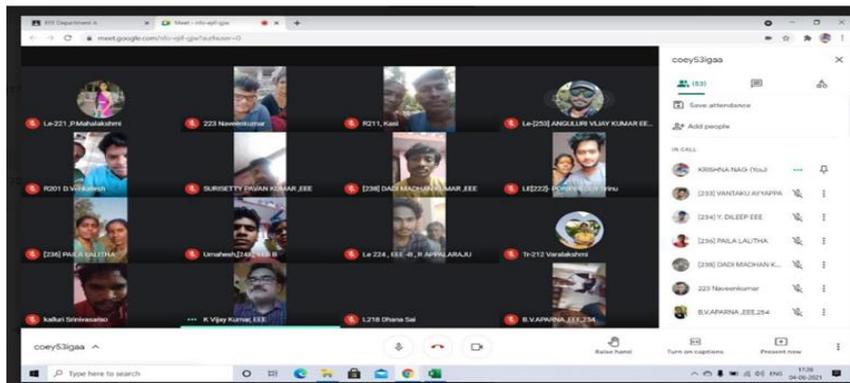
### Members Attended

Attendance for:		Class list
Date:	Time:	Meet ID:
2021-06-05	9:50:00 AM	95-xxxx-xxxx
S. No.	Names	2021-06-05
1	18-208 Pooja Rajawat Eee A, Section	✓
2	18-213 Pritam Chakraverty Eee	✓
3	18-214 Prangal Patra Eee	✓
4	18-217 Pratiksha Eee	✓
5	18-222 Jayanti Eee	✓
6	18-208 Anamika Eee	✓
7	18-208 Anamika Eee	✓
8	18-208 B. Sharmila Eee	✓
9	18-208 B. Sharmila Eee	✓
10	18-208 B. Sharmila Eee	✓
11	18-208 B. Sharmila Eee	✓
12	18-208 B. Sharmila Eee	✓
13	18-210 Bala Sureswar Eee	✓
14	18-210 Bala Sureswar Eee	✓
15	18-222 K. Laksh Eee	✓
16	18-208 K. Laksh Eee	✓
17	18-208 K. Laksh Eee	✓
18	18-208 K. Laksh Eee	✓
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60	18-208 K. Laksh Eee	✓



Screenshot of Parents Teacher Meet of IV EEE held on 2/6/21



Screenshot of Parents Teacher Meet of IV EEE held on 4/6/21

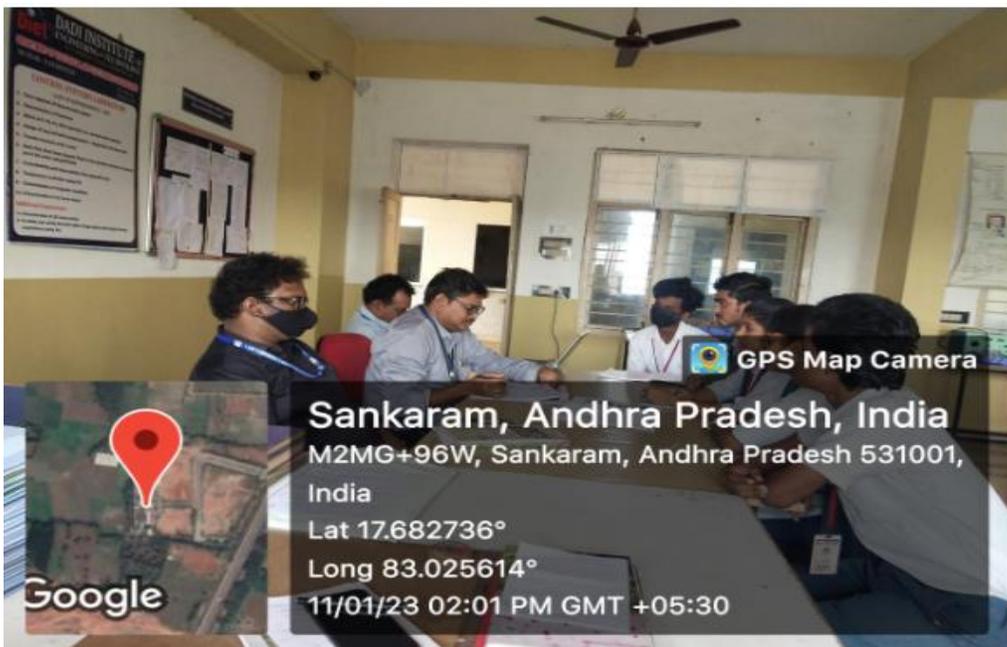
## Interaction with Parents regarding low attendance



Parents mentoring regarding Indiscipline activities & low attendance



Department Discipline committee Mentoring



Mentoring students regarding Placements and career advancement



Student Interactive sessions by the Department





## Alumni Mentoring regarding career growth and stress management



