

**INSTITUTE OF INDUSTRIAL ELECTRONICS ENGINEERING
PCSIR, KARACHI**



PROPOSED STUDENTS' MENTORING POLICY

ST-22C, Block 6, Main University Road, Gulshan-e-Iqbal, Karachi



IIEE STUDENTS' MENTORING POLICY

Mentoring is considered an important pragmatic approach for students to reach their learning objectives with both guidance and assistance. The student mentoring at the Institute of Industrial Electronics Engineering will involve nominated faculty members serving as "Mentors" for students called as "Mentees". Mentors will be assigned for each batch of students to help them overcome any obstacles they may face in achieving their academic goals.

1. Definitions:

Institute: Institute of Industrial Electronics Engineering

Mentor: Nominated faculty member

Mentee: Student

2. Objectives of Students' Mentoring Policy

The objectives of the Students' Mentoring is to establish key strategies that will:

- Offer students both academic and non-academic guidance.
- Provide students with information about courses that can help them excel academically, including preparatory courses like skill and bridge courses.
- Help students set and achieve academic goals to enhance their performance.
- Counsel, encourage, and support students in various aspects of student life, including their health, emotional wellbeing, and any concerns they may have.
- Cultivate students' interest in academic pursuits and other institutional activities.

3. Mentor Mentee Mechanism

- A Mentor is a faculty member assigned to a batch of undergraduates till their stay at the Institute.
- A request for counselling may be raised by mentee through counselling request form provided in annexure-I.
- Mentor would record the discussed/presented data in mentor sheet provided in annexure-II.
- A strong relationship is evolved to make students sound professionals and great human beings.

4. Responsibilities of Mentor

- Arrange for a minimum of two meetings per month, with each mentor spending at least 8 hours with their mentees in a semester.
- Help mentees improve their communication skills and overcome hesitation.
- Counsel, guide, and advise mentees to achieve their academic and career development goals.
- Encourage mentees to be curious and interested in academic, extracurricular, and social activities.
- Establish a long-term relationship with mentees and stay in touch to evaluate the impact of mentoring and their progress.
- Submit meeting records to OBEC-IIEE after each session, keeping all information and discussions with mentees confidential.
- Be attentive to mentees, be flexible, empathetic, respectful, and invest time and effort.

5. Responsibilities of Mentee

- Attend meetings regularly.
- Show respect to both the mentor and everyone else.
- Inform the mentor about academic and extracurricular accomplishments.
- Share counselling needs with the mentor.
- Pay attention to and follow the guidance or advice provided by the mentor.

6. Outcome of the Students' Mentoring

- Strengthening of students by teaching skills for self-awareness, self-control, social awareness, and relationship management.
- Recognition of students' learning capabilities and identifying special needs.
- Identification of slow and advanced learners and implementation of appropriate measures.

