



MANGALORE INSTITUTE OF TECHNOLOGY & ENGINEERING

Accredited by NAAC with A+ Grade, An ISO 9001: 2015 Certified Institution

(A Unit of Rajalaxmi Education Trust®, Mangalore - 575001)

Affiliated to V.T.U., Belagavi, Approved by AICTE, New Delhi.

CENTRAL MENTORING - CUM - COUNSELING **COMMITTEE**

REPORT FOR THE **ACADEMIC YEAR 2021-22**



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CENTRAL MENTORING - CUM - COUNSELLING COMMITTEE FOR THE ACADEMIC YEAR 2021-22 (Odd Sem)

The composition of the Central Mentoring- Cum - Counseling Committee for the academic year 2021-22 is as follows:

SI No.	Name/Designation	Representation
1	Dr. G L Easwara Prasad, Principal	Chairperson
2	Dr. Loksha M. Professor and Head, Dept. of Mechatronics (Student Welfare Officer)	Member
3	Mr. Shamith Rao, Physical Education Director	Member
4	Mr. Santhosh Kumar, Librarian	Member
5	Mr Akshathraj, Department of Business Administration (NSS Officer)	Member
6	Dr. Vineetha Telma D'Souza, HOD Chemistry (Convener -ICC)	Member
7	Dr. Suphala S Kotian, Professor, AJ Hospital and Research Centre, Mangaluru (Professional Counselor)	Member
	Dr. Ganesh Mogaveera Professor and Head, Department of Civil Engg.	Convener



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CENTRAL MENTORING - CUM - COUNSELLING COMMITTEE

FOR THE ACADEMIC YEAR 2021-22(Even Sem)

The composition of the Central Mentoring- Cum - Counseling Committee for the academic year

2021-22(Even Sem) is as follows

Sl No.	Name/Designation	Representation
1	Dr. M.S.Ganesha Prasad, Principal	Chairperson
2	Dr. Lokesh M. Professor and Head, Dept. of Mechatronics (Student Welfare Officer)	Member
3	Mr. Shamith Rao, Physical Education Director	Member
4	Mr. Santhosh Kumar, Librarian	Member
5	Mr Akshathraj, Department of Business Administration (NSS Officer)	Member
5	Dr. Vineetha Telma D'Souza, HOD Chemistry (Convener -ICC)	Member
6	Dr. Suphala S Kotian, Professor, AJ Hospital and Research Centre, Mangaluru (Professional Counselor)	Member
7	Dr. Ganesha Mogaveera Professor and Head, Department of Civil Engg.	Convener



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CENTRAL MENTORING-CUM-COUNSELING COMMITTEE

Report for the Academic Year 2021-22

The Central Mentoring-cum-Counseling Committee (CMCCC) was constituted at the Institute as per the guidelines of the Visvesvaraya Technological University, Belagavi to address the student's problems, imbibe them with confidence and hence improve their quality of life. The Committee is responsible for overseeing the counseling/ mentoring process in the Institute and providing psychological, mental & physical support to all the stakeholders.

The Committee also verified the Student Performance Reports (SPR) and gave timely advice to the mentors to make the mentoring process more effective. The institution has always recognized and professed the role of effective counseling and mentoring and its contribution in improving teacher-student relationships which in turn would help in turning students into true professionals. Effective counseling and mentoring have immensely contributed to improving student attendance, their academic performance, and also their participation in co-curricular and extracurricular activities.

During the academic year 2021-22, the Central Mentoring-cum-Counseling Committee has conducted two meetings.

1. First meeting was held on 15th September 2021
2. Second meeting was held on 1st April 2022



Proceedings of Meeting held on 15/09/2021

The proceedings of the Central Mentoring- Cum - Counseling Committee meeting held on 15/09/2021 at 10.50am for the academic year 2021-22 is as follows

1. Discussion on mentoring process followed during pandemic situation and further improvements .

Chair person addressed the meeting and welcomed the new convener Dr Ganesha Mogaveera. Dr Ganesh Mogaveer, the Convener mentioned that during previous semester due to pandemic situation students have been counseled through telephonic conversation and also through google meets ,but for the current semester students need to be counseled face to face by inviting them to the mentors cabin during free hours and others also agreed for the same. Chair person Dr G L Easwara Prasad mentioned that the counseling process can be still improved from the proper interaction with parents also when student performance is going down along with the counseling of such students

2. Discussion on Mentoring Process for Upcoming semester

Chair person briefed about the roles and responsibilities of committee members in the student mentoring and also suggested the members to brief about counseling process to be followed by the faculty members through Heads of the Departments. Chair person mentioned that slow learners should be carefully tracked and need to be counseled immediately after the first IA test and counseling details should be entered in the Student performance monitoring report and other members suggested that each mentors should clearly understand what exactly to be written in the SPR especially action taken and outcome after the entry of students problem faced, then only counseling will be very effective

3. Any other discussions with the permission of Chair

It has been discussed and decided in the meeting to collect some SPR books randomly from the individual Departments and also to review the same by the committee and to suggest



changes any improvements/modifications to be incorporated in the counseling process if any.

After preparing the proceedings of meeting members have gone through the same and signed for further action

Proceedings of Meeting held on 01/04/2022

The proceedings of the Central Mentoring- Cum - Counseling Committee meeting held on 01/04/2022 at 10.50am for the academic year 2021-22 for the even semester is as follows

1. Discussion on Role of a mentor in the mentoring process

Chair person addressed the meeting and mentioned that mentor has got a significant role and need to be addressed by the respective HOD, s to the individual mentors regarding duties and responsibilities of mentors during the mentoring process. Each mentor has to take utmost care of assigned mentees for their overall development and mentors should take utmost care of slow learners by motivating them to improve their academics and other skills.

2. Discussion on improvement in Mentoring Process for Upcoming semester

Convener Dr Ganesh Mogaveer mentioned that slow learners should be carefully tracked and need to be counseled immediately after the first IA test and counseling details should be entered in the Student performance monitoring report and other members suggested that each mentors should clearly understand what exactly to be written in the SPR especially action taken and outcome after the entry of students problem faced, then only counseling will be very effective. As an improvement committee suggested to invite the slow learners frequently to motivate them even before the IA test also

3. Discussion on training for a mentor

Committee has decided to conduct a one day session by the external experts to train the mentors on Effective mentoring system in technical institution



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4. Any other discussions with the permission of Chair

It has been discussed and decided in the meeting to collect some SPR books randomly from the individual Departments and also to review the same by the committee and to suggest

Changes any improvements/modifications to be incorporated in the counseling process if any.

After preparing the proceedings of meeting members have gone through the same and signed for further action