



DBIT/IQAC/2024-25/OCT/095

Date:30.10.2024

Notification

As per the direction of the Principal and Director-IQAC the following members are nominated for Mentoring/ Student Counselling / Class Committee to work under the guidelines of IQAC for the academic year 2024-25.

The constitution of the Mentoring/ Student Counselling / Class Committee members will be follows:

Sl.No.	Faculty Name	Designation	Department	Role
1	Prof. Nagabhushana B S	Principal	-	Chairman
2	Dr. R Anguraja	Professor & Head	EEE	Convener
3	Mrs. Sharmila C	Assistant Professor	ECE	Member
4	Mrs. Veena A C	Assistant Professor	AI&ML	Member
5	Dr. Shankara Gowda S R	Associate Professor	ISE	Member
6	Mrs. Sheeba S	Assistant Professor	CSE	Member
7	Mr. Darshan B G	Associate Professor	ME	Member
8	Mrs. Padmashree V Kulkarni	Associate Professor	EEE	Member
9	Mr. Gobinath	Assistant Professor	CIVIL	Member
10	Mrs. Sampath Kumar S	Assistant Professor	AI & DS	Member
11	Mrs. Usha G	Assistant Professor	MBA	Member
12	Ms. Pratiksha S P	Assistant Professor	S&H PCM	Member
13	Mrs. K Krishnaveni	Assistant Professor	S&H PCM	Member

[Signature]
30/10/24
Convener

[Signature]
30/10/2024
IQAC-Director
Director - IQAC
Don Bosco Institute of Technology
Mysore Road, Kumbalagodu
Bengaluru-560 074

[Signature]
Principal
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Kumbalagodu, Mysuru Road, Bengaluru – 560 074

(NAAC, NBA Accredited Institution)



Mentoring Process

Sl. No.	ROLE	PROCESS	DELIVERABLES
1	Department Mentor Coordinator, Mentor & Class teacher	Department Mentor Coordinator and mentors are identified by the HOD through a departmental meeting at the beginning of the A.Y. Department Mentor Coordinator in coordination with class teacher will form the list of mentees.	List of mentors with the identified department Mentor Coordinator Mentor-Mentees List
2	Mentor	Mentors analyze the mentees based on the personal data in the mentor book and repeated counseling with mentee.	
3	Mentor	Mentor inspects the mentee's attendance frequently and notice behavioral changes. Counsel the mentee and communicate to parents if required.	Updated mentor book
4	Mentor	After IA1, update attendance and marks in the mentor book and counsel the mentee. Convey the attendance & marks to parents.	Updated IA1 details in mentor book
5	Course coordinator, Department Mentor Coordinator and Convener	Course Coordinator identifies slow learners and fast learners and forward to the convener through department mentor coordinator.	Slow learners and fast learners list
6	Course coordinator	Course coordinator conducts remedial class for slow learners.	
7	Mentor and Course coordinator	Mentor & Course coordinators motivate fast learners to take part in Co-curricular Activities.	Fast learner's activity
8	Mentor	After IA2, update attendance and marks in the mentor book and counsel the mentee. Convey the attendance & marks to parents.	Updated IA2 details in mentor book
9	Course coordinator	Effectiveness of remedial class is examined.	Improvement of marks in IA
10	Course coordinator	Course coordinator continues remedial class for slow learners.	
11	Mentor	After IA3, update attendance and marks in the mentor book and counsel the mentee. Convey the attendance & marks to parents.	Update IA3 details in mentor book
12	Course coordinator, Department Mentor Coordinator and Convener	Course coordinator collects the data of SEE marks and examines the SEE result of slow learners for improvement and provides data to the convener through department mentor coordinator.	Slow learners improvement list after SEE


7/8/23
Co-ordinator


7/8/2023
Convener


Chairman




Don Bosco Institute of Technology, Bangalore

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Department of Electrical and Electronics Engineering

(Accredited by NBA)



Ref: DBIT/EE/MP/EVEN/2023-24/095

Mentoring Policy

Don Bosco Institute of Technology identifies the prominence of mentorship to provide a consistent support system both in academic and personal growth of students. Mentorship program forms compassionate and nurturing environment where proficient mentor's guides and assist mentees in achieving their successful carrier. The Mentoring policy is to create a outline and guidelines to provide help and support to students.

Principles of Mentor Policy

- Faculty mentor is assigned to every student on day-one of the concerned class
- The mentor will remain same from 2nd year till the completion of course of the mentee. The mentor shall be changed only with the approval of the HOD in appropriate circumstances
- The mentees will be intimated names of the mentors to whom they will be assigned, and the mentor details shall also be shared with the parents / wards of the students.
- The mentoring shall cover academic and non-academic issues faced by the mentees, where required mentor shall recommend for professional help
- The mentors shall record mentee interactions every time during mentoring period
- The mentors shall motivate the mentees for effective time utilisation.
- The mentors review students' progress after each internal via examining attendance and academic performance records.
- Mentor should build confidence and guide the students to achieve their goal.
- Providing psychological support in a parental way and helps to students to develop interpersonal skills.
- Proposing the mentees on exposure to diverse academics and professional growth in various field.


Co-ordinator


Convener


Chairman

PRINCIPAL

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Bang. - 560 074



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Kumbalagesdu, Mysuru Road, Bengaluru-560074
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Minutes of Proctor / Mentor Meeting held 26/06/2024 at 2P M

Agenda:

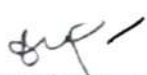
- To discuss performance of slow learners of Odd sem.
- To discuss about Proctor book updation


Member present:

1. Dr R Anguraja, Head, Dept. of EEE, DBIT, Bengaluru
2. Mrs Sharmila, Assistant Professor, Dept. of ECE, DBIT, Bengaluru
3. Dr. Shankara Gowda S R Associate Professor, Dept. of ISE, DBIT, Bengaluru
4. Ms Navya C N, Assistant Professor, Dept. of CSE, DBIT, Bengaluru
5. Mr Darshan B G, Associate Professor, Dept. of ME, DBIT, Bengaluru
6. Ms. Padmashree V Kulkarni, Associate Professor, Dept. of EEE, DBIT, Bengaluru
7. Ms. Gobinath, Assistant Professor, Dept. of Civil, DBIT, Bengaluru
8. Ms. Usha G, Assistant Professor, Dept. of MBA, DBIT, Bengaluru
9. Ms. Pratiksha, Associate Professor, Dept. of Physics, DBIT, Bengaluru
10. Mrs. K Krishnaveni, Assistant Professor, Dept. of Chemistry, DBIT, Bengaluru
11. Ms. Sampath Kumar S, Assistant Professor, Dept. of AI & DS, DBIT, Bengaluru
12. Ms. Veena, Assistant Professor, Dept. of AI & ML, DBIT, Bengaluru

Key Points Discussed:

- 1) Dr. R Anguraja Convener of the committee briefed about agenda of the meeting
- 2) Suggested to update mentor books.
- 3) Discussed about slow learners of Odd Sem


Convener of the committee
Head of the Department
Dept. of Electrical & Electronics E.
Don Bosco Institute of Technology
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Chairman of the Committee
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Attendance List of Proctor / Mentor Meeting

Sl. No.	Name	Role	Signature
1	Prof. Nagabhushan B S	Chairman	
2	Dr. R Anguraja	Convener	
3	Mrs. Sharmila	Member	
4	Ms. Veena	Member	
5	Dr. Shankara Gowda S R	Member	
6	Ms. Navya C N	Member	
7	Mr. Darshan B G	Member	
8	Ms. Padmashree V Kulkarni	Member	
9	Ms. Manjularani P	Member	
10	Ms. Sampath Kumar S	Member	
11	Ms. Usha G	Member	
12	Ms. Pratiksha	Member	
13	Mrs. K Krishnaveni	Member	