

	Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel	No.	AIKTC/SOP/SMC/01
		Rev.	00
	STANDARD OPERATING PROCEDURE FOR CENTRE FOR SMC (Students' Mentoring and Counselling)	Date	15/04/2023
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1. PURPOSE:

- 1.1. To expedite the personal and professional growth of AIKTC's mentees.
- 1.2. To enhance and fortify the relationship between teachers and students.

2. SCOPE: Students of all the Schools and Departments of Anjuman-I-Islam's Kalsekar Technical Campus.

3. RESPONSIBILITY: All concerned members of constituted SMC and all student mentors of AIKTC.

4. DEFINITION:

Mentor: Faculty of AIKTC who is expected to act as Adviser, Teacher, Role Model and guide to their mentees.

Mentee: Students allotted to mentors to receive guidance, support, and advice in various aspects of their academic or personal life.

5. ABBREVIATIONS: AIKTC-Anjuman-I-Islam's Kalsekar Technical Campus, SMC-Student's Mentoring and Counselling.

6. PROCEDURE

6.1. Controller SMC and coordinator from schools and department will finalize events and activities for both teachers and students based on counseling and mentoring purposes.

6.2. Separate activity chart to be prepared for an academic year.

6.3. The same shall be approved from Director AIKTC through controller SMC and shall be incorporated in academic calendar wherever seems necessary.

6.4. School/department level activities to be coordinated by respective coordinator in consultation with the controller SMC.

6.5. The report of each and every activity to be maintained by the respective coordinator and must be shared with the controller.

6.6. Coordinator from each school/department shall act as counselor and one point contact for mentors.

6.7. For clarity and impact, it is recommended that each coordinator publicly announce their designated hours and availability for student counseling.

6.8. It is imperative to notify the SMC team or controller in advance if a coordinator proposes a meeting with students to be held alongside them.

6.9. Minutes of meetings, student's attendance for counseling/guidance and other related documentation should be maintained properly at the respective coordinators side.



Center Controller
Prof. Ghazala Parveen




Director



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6.10. At School/department level, Program owner/HOD/FE-controller should allocate mentees to the mentors.

6.11. School/Departmental SMC co-ordinator should maintain a file containing notices, mentor-mentee allotment office order, receiving of submission of documents to next higher class mentor or to the department.

6.12. Mentors should maintain the attendance and the mentoring documents in soft copy or hard copy.

6.13. Mentors should identify critical cases among their mentees and motivate them to meet our institute counselor.

6.14. Mentors should Encourage and motivate the students to participate in the counselling sessions provided by the professional counsellor of the Institute.

7. TARGET

7.1. Providing Guidance, Counseling and Mentoring to students.

7.2. Training mentors for effective counseling and mentoring activities.

7.3. Arranging events and activities for students to manage and deal with academic issues, emotional conflict and personal problems.

7.4. The counselor at the institute identifies critical cases and provides appropriate remedies.

8. REFERENCES:

8.1. AICTE guideline.

8.2. NAAC Criterion

9. RECORDS

9.1. Notice

9.2. Minutes of Meetings

9.3. Records and reports of various programs and events

9.4. Feedback

Center Controller
Prof. Ghazala Parveen

Director