



“Techno-social Excellence”

Marathwada Mitra Mandal's Institute of Technology

Lohgaon, Pune-411047

Approved by AICTE | Affiliated to Savitribai Phule Pune University (SPPU)

Accredited with Grade 'A' by NAAC

Vision

To be a premier institute of **techno-social excellence** for the welfare of society

Mision

- **Integrating** Innovative Pedagogy
- **Implementing** Entrepreneurship
- **Promoting** Global Competency
- **Enhancing** Technology Transfer
- **Creating** Excellent Human Resource

POLICY FOR
GUARDIAN FACULTY MEMBER
(GFM)

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	<p align="center">POLICY FOR “GUARDIAN FACULTY MEMBER (GFM)”</p>

1. Purpose

The Guardian Faculty Mentoring (GFM) Policy is established to provide a structured and continuous mentoring mechanism for students, ensuring academic support, personal guidance, and professional development throughout their tenure at the institute.

2. Objectives of the Policy

- To facilitate academic planning and improve student performance
- To identify learning difficulties and provide timely remedial measures
- To guide students in career planning, higher education, and skill development
- To support students’ personal growth, discipline, and well-being

3. Scope

This policy applies to all undergraduate and postgraduate students across all departments of the institute.

4. Definitions

- **Guardian Faculty (GF):** A faculty member assigned to mentor a group of students
- **Mentee:** A student assigned to a Guardian Faculty
- **Mentoring Session:** Formal or informal interaction between GF and mentees for guidance and support

5. Mentorship Structure

- Mentor–Mentee Ratio: 1 Guardian Faculty for 20-25 students
- Duration: Same mentor shall continue with the assigned students till graduation, wherever feasible
- Meetings: Minimum two formal mentoring sessions per semester

6. Roles and Responsibilities

6.1 Guardian Faculty

- Monitor academic performance and attendance
- Identify slow learners and advanced learners
- Provide guidance on academics, internships, projects, and career options
- Maintain mentoring records and action plans



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- Refer students for counseling when required

6.2 Students

- Participate actively in mentoring sessions
- Share academic or personal concerns responsibly
- Follow guidance and action plans suggested by the mentor

6.3 Department / Institute

- Assign Guardian Faculty and ensure effective implementation
- Monitor mentoring activities through periodic reviews
- Provide academic and counseling support systems

7. Key Mentoring Activities

- Academic performance review and remedial planning
- Career guidance and higher education counseling
- Guidance for internships, placements, and competitive examinations
- Personal and behavioral mentoring
- Interaction with parents, if required
- Professional counselor
- Senior to Junior Mentoring

8. Monitoring and Review

Guardian Faculty shall maintain mentoring records. Heads of Departments shall review mentoring effectiveness periodically. Student feedback may be used for continuous improvement.

9. Confidentiality

All information shared during mentoring sessions shall be treated as confidential and used solely for student development purposes.

10. Policy Review and Amendment

This policy shall be reviewed periodically and amended as required based on institutional needs and regulatory guidelines.

