

# CLASS ADVISOR AND MENTORS POLICY



**KGiSL INSTITUTE OF TECHNOLOGY**

— co-Kreate your Genius —

## KGiSL Institute of Technology

(An Autonomous Institution)

Affiliated to Anna University, Approved by AICTE, Recognized by UGC,  
Accredited by NAAC & NBA (B.E-CSE, B.E-ECE, B.Tech-IT),  
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## Class Advisor and Mentors-Policy Document

### Roles and Responsibilities of Class Advisor and Mentors

#### 1. Overview and General Responsibilities

A class is generally supervised by three mentors, one of whom acts as the Class Advisor. In case of unavailability of faculty members, two mentors will be appointed for the class, with one serving as the Class Advisor.

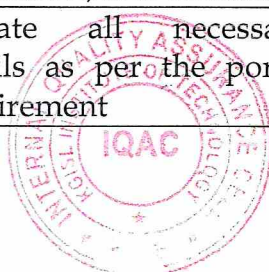
Typically, a mentor is responsible for about twenty students in a three-mentor class and about thirty students in a two-mentor class.

The Class Advisor will always serve as the overall coordinator for the class.

Mentors and the Class Advisor share joint responsibility for ensuring smooth academic, administrative, and personal support functions for the class.

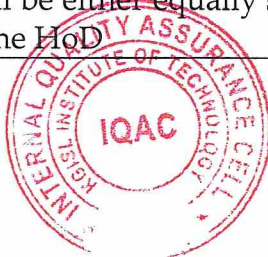
#### 2. Detailed Roles and Responsibilities

Activities	Responsibility	Mentor/s (M)	Class Advisor (CA)
Leave Sanction	M, CA	Verify, record, and recommend student leave applications to CA	Verify, record, and recommend student leave applications to HoD
Log Book Maintenance	CA	-	Maintain logbook with help from Class Representatives
Master Attendance Register	CA	-	Maintain the register with the help of the DoE
Publish attendance	CA	-	Publish attendance details every 15 days with HoD and Dean signature in the Notice Board
Poor Attendance Follow-up	M, CA	Send letters by registered post to respective students.	Send letters by registered post to respective students. Conduct counselling to such students at department level
Liaising with Parents	M, CA	Regularly update parents on student progress, especially for academics, attendance, and conduct.	Regularly update parents on student progress, especially for academics, attendance, and conduct.
UMIS Updates	M, CA	Update all necessary details as per the portal requirement	Update all necessary details as per the portal requirement





E-Campus Updates	M, CA	Update all necessary details as per the portal requirement	Update all necessary details as per the portal requirement
Green Card Maintenance	M, CA	Carry out timely updates	Carry out timely updates
Tuition and other Fee Payment	M, CA	Follow up with parents and students for fee payments as per E-campus and liaise with Office	Follow up with parents and students for fee payments as per E-campus and liaise with Office
Fee Payment status	CA	-	Prepare latest fee payment status report for higher authorities
Issue of Hall Ticket	M, CA	Issue hall tickets upon completion of No Dues	Issue hall tickets upon completion of No Dues
Result Analysis	CA	-	Assist Academic Coordinator in preparing result analysis for IA1, IA2, and End Semester Exams.
Parent WhatsApp Group	CA	-	Responsible for sharing official information in the group
Student WhatsApp Group	M, CA	Responsible for sharing official information in the group	Responsible for sharing official information in the group
Disciplinary issues and malpractice	M, CA	First follow-up with students. Keep track of all the instances of malpractice in Green Card and recommend for necessary actions at every instances.	First follow-up and final follow-up. Keep track of all the instances of malpractice in Green Card and recommend for necessary actions at every instances.
Mentor Mentee Meeting	M, CA	Convene mentor-mentee meetings at regular intervals, record the information discussed, identify any difficulties or problems faced by students, initiate remedial plans to address them, and monitor their effectiveness.	Convene mentor-mentee meetings at regular intervals, record the information discussed, identify any difficulties or problems faced by students, initiate remedial plans to address them, and monitor their effectiveness. Recommend for professional counselling if needed
Class Committee Meeting	CA	-	Convene the Class Committee Meeting at regular interval
Any other activities	M, CA,	shall be either equally shared or allocated at the discretion of the HoD	



### 3. Documentation and Record Keeping

- All activities, communications, and follow-ups must be documented regularly.
- Maintain both manual and digital records accurately.
- Files and records should be readily accessible for review by higher authorities when required.

### 4. Communication

- Mentors and Class Advisor should ensure effective communication with students and parents.
- Use official channels such as WhatsApp groups, g-mail for timely dissemination of information.
- Maintain professionalism and confidentiality in all communications.



A handwritten signature in blue ink, appearing to be "S. Suresh Kumar".

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