
GOVERNMENT OF ANDHRA PRADESH

DEPARTMENT OF TECHNICAL EDUCATION GOVERNMENT POLYTECHNIC, RAJAMPETA

Rajampeta, YSR Kadapa District, Andhra Pradesh – 516115

OFFICIAL MENTORING POLICY DOCUMENT

Vertical & Horizontal Mentoring System Academic Year 2025–26

*Adopted under: Post-COVID Socio-Educational Recovery Framework
Backward Region Empowerment Initiative – Rayalaseema, Andhra Pradesh*

Document Reference No.: GPR/MENTOR/2025-26/001

Date of Issue: June 1, 2025

Prepared by: Academic Monitoring & Mentoring Cell (AMMC)

SECTION I: PREAMBLE

1.1 Institutional Identity

Government Polytechnic, Rajampeta (hereinafter referred to as 'the Institution') is a premier State-aided technical education institution established under the aegis of the Government of Andhra Pradesh, Department of Technical Education (DTE-AP). The Institution is situated in Rajampeta, YSR Kadapa District, located in the Rayalaseema region — one of the historically underserved and socio-economically challenged regions of Andhra Pradesh.

The Institution serves students predominantly from rural, semi-urban, and backward community backgrounds from across the Rayalaseema belt, including students from Scheduled Castes, Scheduled Tribes, Other Backward Classes, Economically Weaker Sections, and first-generation learners. Its commitment to equity, access, and excellence in technical education forms the bedrock of all policy decisions.

1.2 Contextual Background: The Imperative for Mentoring

1.2.1 Socio-Economic Conditions of the Region

The Rayalaseema region has historically exhibited lower indices of human development. The following socio-economic realities are directly relevant to the student population enrolled at Government Polytechnic, Rajampeta:

- High incidence of agricultural dependency and farm-worker households, leading to seasonal income instability and student absenteeism during harvest seasons.
- Significant proportion of first-generation technical education learners with limited academic scaffolding at home.
- Prevalence of caste-based social barriers leading to inequalities in aspiration and professional self-image.
- Geographical isolation, poor transportation infrastructure, and limited connectivity for students from remote mandals.
- High migration rates of earning members of households to urban centers, leaving dependents under economic and emotional stress.
- Inadequate exposure to career opportunities, industry linkages, and professional development resources.

1.3 Vision and Mission

Vision:

"To be a centre of excellence in technical education that nurtures competent, ethical, socially conscious, and self-reliant technicians who contribute to the equitable development of the Rayalaseema region and the nation."

Mission:

- To provide quality, industry-relevant technical education accessible to all students with special focus on backward and marginalized communities.
- To create a holistic learning environment that fosters intellectual growth, personal integrity, professional skills, and social responsibility.
- To bridge the academic, digital, and socio-emotional gaps of students through structured mentoring, counseling, and co-curricular interventions.
- To collaborate with industry, government bodies, and community stakeholders for placement support, entrepreneurship, and skill development.

1.4 Purpose and Scope of This Document

This Mentoring Policy Document formally establishes the structure, procedures, responsibilities, formats, and governance mechanisms for the Vertical and Horizontal Mentoring System (VHMS) at Government Polytechnic, Rajampeta, effective from the Academic Year 2025-26. It covers the rationale and decision-making process, the

composition and functions of all governing committees, the full policy framework, the schedule of mentoring activities, the prescribed recording formats, and the expected outcomes and review mechanisms.

SECTION II: PROCEEDINGS & COMMITTEE APPROVALS

2.1 Proceedings for AY 2025-26

PROCEEDINGS OF THE PRINCIPAL

Proceedings No.: GPR/MENTOR/2025-26/001

Date: 01-06-2025

Sub: Government Polytechnic, Rajampeta – Implementation of Vertical & Horizontal Mentoring Policy for AY 2025–26 – Orders – Issued.

Ref:

- Mentoring Policy Document GPR/MENTOR/2023-24/001
- Annual Mentoring Review Reports (AY 2023–24 & 2024–25)
- Recommendations of Academic Committee & IQAC

ORDER:

In continuation of the institutional commitment to holistic student development and based on the positive academic and behavioral outcomes achieved over the past two academic years, the Vertical & Horizontal Mentoring Policy is hereby implemented for the Academic Year 2025–26.

1. The mentoring policy shall apply to all Diploma programmes and all years during AY 2025–26.
2. The AMMC shall oversee policy implementation, monitoring, and review.
3. Mentor allotments, peer mentoring, study circles, and digital wellness initiatives shall be carried out as per the approved framework.
4. Documentation and reporting shall be strictly adhered to for institutional quality assurance and inspections.
5. Continuous improvement measures shall be adopted based on feedback and review outcomes.

All faculty members, students, and administrative staff are instructed to extend full cooperation for the successful implementation of the mentoring system.

Principal, Government Polytechnic, Rajampeta (Seal)

2.2 Constitution of AMMC – AY 2025-26

PROCEEDINGS OF THE PRINCIPAL

Proceedings No.: GPR/AMMC/2025-26/001

Date: 01-06-2025

Sub: Constitution of Academic Monitoring & Mentoring Cell (AMMC) for AY 2025–26 – Orders – Issued.

ORDER:

In order to ensure continuity, effectiveness, and continuous improvement of mentoring practices, the AMMC is hereby constituted for the Academic Year 2025–26 with the following members:

Principal, Government Polytechnic, Rajampeta (Seal)

Sl. No.	Name & Designation	Role in AMMC
1	Principal	Chairperson
2	Dr. Mahamood, HCES	AMMC Coordinator
3	Heads of All Departments	Departmental Mentoring Nodal Officers
4	Student Welfare Officer / Counselor	Member
5	NSS / NCC Officer	Peer Mentoring Coordinator
6	Training & Placement Officer	Member
7	Administrative Officer	Member

SECTION III: MENTORING POLICY

3.1 Policy Statement

Government Polytechnic, Rajampeta is committed to providing every student with a structured, compassionate, and academically rigorous mentoring experience that addresses their learning needs, nurtures their personal growth, and supports their socio-emotional wellbeing — with particular sensitivity to the challenges arising from post-COVID learning disruption, digital addiction, and the socio-economic vulnerabilities characteristic of the Rayalaseema region.

3.2 Objectives of the Mentoring System

- To identify and address individual academic, personal, and socio-economic challenges faced by each student.
- To restore foundational subject knowledge lost due to post-COVID online schooling through targeted academic support.
- To reduce mobile phone addiction, social media dependency, and online gaming behavior through structured counseling and awareness.
- To build a supportive peer learning culture through horizontal (peer) mentoring among students.
- To provide strong role-model based guidance through vertical mentoring by senior students and faculty.
- To track and improve student attendance, academic performance, and overall wellbeing.
- To strengthen faculty-student relationships and create a culture of open, trust-based communication.
- To support placement readiness, career planning, and entrepreneurship orientation from the earliest stages.
- To provide a documented, verifiable trail of mentoring interactions for institutional quality assurance purposes.
- To ensure every student has a documented minimum of 8 mentor interactions per academic year.

3.3 Types of Mentoring

3.3.1 Vertical Mentoring

Vertical Mentoring is a structured relationship between a faculty member (Mentor) and a group of assigned students (Mentees) across different academic levels. Each faculty mentor is assigned 15–20 students and is responsible for their holistic academic and personal development throughout their three-year Diploma programme. Third and Second Year students also serve as 'Academic Guides' for First Year students.

3.3.2 Horizontal Mentoring

Horizontal Mentoring refers to structured peer-to-peer learning and support among students of the same academic year/semester. It includes Study Circles (groups of 5–6 students), Subject Buddy System, and a Peer Counseling Cadre of trained student volunteers.

3.4 Guiding Principles

- **Inclusivity:** Accessible to all students from all backgrounds, castes, genders, and economic strata.
- **Confidentiality:** All personal information shared in mentoring interactions shall be held in strict confidence.
- **Non-Discrimination:** No mentor shall treat any mentee differently based on any personal characteristic.
- **Regularity:** Mentoring is a scheduled, structured activity. All parties are obligated to adhere to the schedule.
- **Documentation:** All mentoring interactions shall be formally recorded in prescribed formats, maintained for minimum five years.

- Developmental Focus: Mentoring is focused on encouragement, empowerment, skill-building, and constructive support.
- Referral Protocol: Mentors shall refer students to the Counselor, Medical Officer, or Principal when issues exceed scope.

SECTION IV: RULES, RESPONSIBILITIES & GOVERNANCE

4.1 Faculty Mentor Allotment – AY 2025-26

Proceedings No.: GPR/MENTOR/ALLOT/2025-26/001

Date: 10-06-2025

In pursuance of the references cited and for effective implementation of the Vertical & Horizontal Mentoring System, Faculty Mentors are hereby allotted and student mentees are assigned department-wise for the Academic Year 2025–26.

Principal, Government Polytechnic, Rajampeta (Seal)

Faculty Mentor Details (AY 2025-26)

Sl.	Name	Designation	Type	Academic Years
1	Smt. K. Padmavathamma	SL/Physics	Vertical	2024-25 & 2025-26
2	Shaik Zeenath	L/Chemistry	Vertical	All Three Years
3	N. Raja	L/Maths	Vertical	All Three Years
4	C. Sumalatha	L/Physics	Vertical	2023-24 & 2024-25
5	CH Sudhams	L/English	Vertical	2023-24 & 2024-25
6	Shaik Shabana	L/English	Vertical	2025-26
7	ML Anoop Kumar	Student Advisor	Vertical	All Three Years
8	Dr. P. Sujatha	HCES	Horizontal	2023-24 & 2024-25
9	M. Thippeswamy	SL/CE	Horizontal	2023-24 & 2024-25
10	R. Leena	L/CE	Horizontal	All Three Years
11	T. Sreelatha	L/CE	Horizontal	All Three Years
12	P. Siva Venkata Prasad	L/CE	Horizontal	All Three Years
13	G. Balachandra Reddy	L/CE	Horizontal	All Three Years
14	Dr. Mahammod	HCES	Horizontal	2025-26

4.2 Responsibilities

4.2.1 Principal

- Issue official orders constituting the AMMC and assigning faculty mentors.
- Preside over Quarterly Mentoring Review Meetings.
- Report the mentoring system status to the Governing Body quarterly.
- Recognize and reward exceptional mentoring contributions at institutional events.

4.2.2 Heads of Departments

- Prepare and submit the Departmental Mentoring Plan (DMP) to the Principal by June 10 of each academic year.
- Ensure all departmental faculty mentors conduct scheduled sessions without default.
- Compile and submit Departmental Mentoring Reports (DMR) to the AMMC Coordinator every month.

4.2.3 Faculty Mentors

- Know each mentee personally — their background, family situation, academic strengths and weaknesses.
- Conduct a minimum of two individual mentoring sessions per semester per mentee (mandatory).
- Conduct monthly group mentoring sessions with the entire assigned mentee group.
- Maintain the Faculty Mentor's Session Register (Format AMMC-F01) with entries after every session.
- Communicate with parents/guardians at least once a semester through written communication or phone call.
- Maintain strict confidentiality of all personal information shared by mentees.

4.2.4 Student Mentees

- Attend all scheduled individual and group mentoring sessions punctually.
- Complete the Student Self-Assessment Form (Format AMMC-F05) at the beginning of each semester.
- Disclose academic difficulties, attendance issues, or personal challenges honestly to the mentor.
- Participate actively in Study Circles and peer mentoring activities as assigned.

SECTION V: STUDENT LIST – AY 2025-26

5.1 I Year Students (II Semester) – Scheme C-25

Sl.No	PIN No.	Name of the Student
1	25176-C-001	KANTU NAGA SANTHOSH
2	25176-C-002	KOTHAPALLI VENKATA TARAKESWAR
3	25176-C-003	MALLATURU GOWTHAM
4	25176-C-004	PALUKURU PRANEETH ROYAL
5	25176-C-005	SHAIK ABDUL KHALID
6	25176-C-006	SHAIK PEERLA YASIN

5.2 II Year Students (IV Semester) – Scheme C-24

Sl.No	PIN No.	Name of the Student
1	24176-C-001	ABDASU VENKATA SANTHOSH
2	24176-C-005	GALLA YOGASHMITH AKHIL
3	24176-C-006	GANGIREDDY VISHNU
4	24176-C-007	GONTI NIRISHA
5	24176-C-008	GUDA MURALIDHAR REDDY
6	24176-C-009	KAKI GANESH
7	24176-C-010	MADITAPU MAHESWARI
8	24176-C-011	MALLU RAJA MOHAN REDDY
9	24176-C-012	MEESALA HEMANTH KUMAR
10	24176-C-013	NADENDLA VENKATA NIVAS
11	24176-C-014	PULI KEERTHI
12	24176-C-015	SHAIK MOHAMMED FARAAZ
13	24176-C-016	THELOORI VENKATA SUSHANTH REDDY
14	24176-C-017	YAMALA PARDHU
15	24176-C-018	BATHALA PRAKASH
16	24176-C-019	BONASI SREEVIDYA
17	24176-C-020	KOTA BHUVITHA
18	24176-C-021	KOTA SWETHA
19	24176-C-022	KULLOORU KAMAKSHI
20	24176-C-023	VADDE MOHAN

5.3 III Year Students (VI Semester) – Scheme C-23

Sl.No	PIN No.	Name of the Student
1	23176-C-001	CHEELI MADAN SIMHA
2	23176-C-002	KETARACHAPALLI KALYANI
3	23176-C-003	KOTTAM VIKAS
4	23176-C-004	MADAPOTHULA PAVANI
5	23176-C-005	MUNAGALA SUMANTH BABU
6	23176-C-006	RAMISETTY VENKATA ROHITH
7	23176-C-007	TANGUTURU MAHALAKSHMI
8	23176-C-011	ERUGURI PAVITHRA
9	23176-C-012	PODILI VANI
10	23176-C-013	TOMPA JAGADEESWARI
11	23176-C-014	TULASI NITHIN SAI KUMAR

SECTION VI: MENTORING SCHEDULE – AY 2025-26

6.1 Annual Mentoring Calendar

Sl.	Month	Activity	Responsible	Record
1	Jun 2025	Faculty Mentor Training Workshop (2-day)	AMMC Coordinator	AMMC-F00
2	Jun 2025	Mentor-Mentee Group Allocation & Introduction Session	HoDs, All Faculty Mentors	AMMC-F00B
3	Jul 2025	Student Self-Assessment Forms Collection (I Sem)	All Faculty Mentors	AMMC-F05
4	Jul 2025	1st Group Mentoring Session – Orientation & Goal-Setting	All Faculty Mentors	AMMC-F01
5	Aug 2025	1st Individual Mentoring Session (I Sem)	All Faculty Mentors	AMMC-F01
6	Aug 2025	Vertical Peer Mentoring – Senior-Junior Pairing & First Session	Peer Mentoring Coordinator	AMMC-F06
7	Sep 2025	Study Circle Launch – Horizontal Peer Groups Formed	Faculty Mentors	AMMC-F07
8	Sep 2025	Monthly Mentee Progress Report (August)	All Faculty Mentors → HoD → AMMC	AMMC-F02
9	Sep 2025	Parent-Mentor Communication (I Sem)	All Faculty Mentors	AMMC-F04
10	Oct 2025	Quarterly Mentoring Review Meeting (Q1)	Principal, AMMC	Q1 Report
11	Oct 2025	At-Risk Student Identification & Enhanced Mentoring	Faculty Mentors, HoDs, Counselor	AMMC-F03
12	Nov 2025	2nd Individual Mentoring Session (I Sem) – Pre-Exam Review	All Faculty Mentors	AMMC-F01
13	Dec 2025	Post-Mid-Term Exam Analysis Session (Group)	All Faculty Mentors	AMMC-F01
14	Jan 2026	Student Self-Assessment Forms – II Sem; New Goals	All Faculty Mentors	AMMC-F05
15	Jan 2026	Q2 Quarterly Review Meeting	Principal, AMMC	Q2 Report
16	Feb 2026	Career & Placement Orientation Mentoring Session	Faculty Mentors, Placement Officer	AMMC-F01
17	Mar 2026	Digital Wellness Workshop	Counselor, AMMC, IT Faculty	AMMC-F08
18	Apr 2026	End-of-Year Mentoring Review – Individual & Group	All Faculty Mentors	AMMC-F09
19	May 2026	Annual Mentoring Review Report – Institutional Level	AMMC Coordinator, Principal	Annual Report

Sl.	Month	Activity	Responsible	Record
20	May 2026	Best Mentor & Best Mentee Awards Ceremony	Principal, AMMC	Award Citations

6.2 Weekly Mentoring Schedule Template

Each faculty mentor shall conduct mentoring activities as per the following weekly schedule. Actual schedules shall be prepared department-wise and displayed on the departmental notice board.

Day	Monday	Tuesday	Wednesday	Thursday	Friday
Activity	Study Circle Monitoring (30 min)	Individual Mentoring (if scheduled)	Group Session (Monthly)	Peer Mentor Report Review	Record Update & Compilation
Timing	4:00–4:30 PM	As scheduled	4:00–5:00 PM (Biweekly)	4:00–4:30 PM	4:00–5:00 PM
Venue	Dept. Seminar Room	Mentor's Cabin / Open Area	Dept. Seminar Room	Mentor's Cabin	Staff Room / AMMC Office

SECTION VII: EXPECTED OUTCOMES, MONITORING & REVIEW

7.1 Expected Outcomes of the Mentoring System

7.1.1 Short-Term Outcomes (AY 2025-26)

- Reduction in student dropout rate by at least 10% compared to the AY 2024-25 baseline.
- Improvement in average attendance across all departments to above 85%.
- Measurable improvement in Internal Assessment performance among the bottom quartile of students.
- Identification and targeted support for 100% of at-risk students within the first month of each semester.
- Completion of at least two formal Digital Wellness awareness sessions per semester.
- Each faculty mentor conducting a minimum of 12 mentoring sessions per semester.

7.1.2 Medium-Term Outcomes (Ongoing)

- Demonstrable improvement in final examination pass rates across all departments.
- Reduction in mobile addiction and social media dependency as measured by AMMC-F05 comparison.
- Increase in student participation in technical festivals, sports, NSS, NCC, and extracurricular activities.
- Stronger student-faculty trust, reflected in student satisfaction surveys.
- Increased placement percentage from current levels.

7.2 Key Performance Indicators (KPIs) – AY 2025-26

Sl.	KPI	Baseline (2024-25)	Target (2025-26)	Review Frequency
1	Student retention rate	85%	92%+	Semester-end
2	Average attendance	72%	85%+	Monthly
3	Pass percentage in semester exams	78%	88%+	Semester-end
4	Mentoring sessions conducted (% of scheduled)	96%	98%+	Monthly
5	At-risk students with documented intervention plan	100%	100%	Monthly
6	Parent communication instances per semester per mentor	12+	Min. 12	Semester-end
7	Student self-reported mobile addiction (high/excessive)	~35% (est.)	Below 20%	Semester-end
8	Placement rate (eligible students)	62%	72%+	Annual

7.3 Review Mechanism

7.3.1 Monthly Review

The AMMC Coordinator shall compile the Monthly Mentoring Status Report from all departmental Monthly Mentee Progress Summaries (AMMC-F02) by the 10th of each month. The report shall be reviewed by the Principal and circulated to all HoDs.

7.3.2 Quarterly Review Meeting

A formal Quarterly Review Meeting shall be convened by the Principal within the first two weeks of October 2025, January 2026, April 2026, and July 2026.

7.3.3 Annual Policy Review

The mentoring policy shall be formally reviewed at the beginning of each academic year by the Academic Committee. Based on outcome data, stakeholder feedback, and changing student needs, necessary amendments shall be incorporated.

7.4 Grievance and Escalation Protocol

- Level 1: Student raises concern with Faculty Mentor. Resolution target: 7 days.
- Level 2: Issue escalated to HoD (if unresolved at Level 1). Resolution target: 14 days.
- Level 3: Issue escalated to AMMC Coordinator and/or Principal. Resolution target: 21 days.
- Level 4: Formal grievance to Governing Body (for systemic or unresolved complaints). Resolution target: 30 days.

SECTION VIII: FINANCIAL & RESOURCE SUPPORT

8.1 Financial Implications

The implementation of the Vertical and Horizontal Mentoring System (VHMS) at Government Polytechnic, Rajampeta shall not entail any additional financial burden on the Government. The mentoring activities are integrated into the existing academic and administrative framework and are executed as part of the regular duties and responsibilities of faculty members and institutional functionaries. No separate honorarium or additional remuneration is proposed for faculty mentors or peer mentors under this policy.

8.2 Utilization of Existing Institutional Resources

The mentoring system shall be implemented through optimal utilization of existing institutional resources including:

- Faculty time allocated within the institutional academic schedule
- Departmental seminar halls, classrooms, staff rooms, and common spaces
- Existing ICT infrastructure such as computers, printers, internet facilities, and institutional email systems
- Existing student support mechanisms including Counselor, Student Welfare Officer, NSS, NCC, and Placement Cell

8.3 CSR, Alumni, and External Support

Wherever feasible, the institution may leverage voluntary support from alumni, industry and CSR partners, and government/non-government organizations working in student counseling and youth development. Such support shall be purely supplementary and subject to approval by the Principal.

ACKNOWLEDGEMENT AND DECLARATION

This Mentoring Policy Document has been prepared in accordance with the directives of the Department of Technical Education, Government of Andhra Pradesh, the guidelines of AICTE, the spirit of the National Education Policy 2020, and the specific contextual needs of Government Polytechnic, Rajampeta for the Academic Year 2025-26. It represents the collective commitment of the institution's leadership, faculty, and staff to the holistic development and wellbeing of every student.

Designation	Signature & Date
Principal, Government Polytechnic, Rajampeta	
AMMC Coordinator	
Head, Civil Engineering	
Head, Mechanical Engineering	
Head, Electrical & Electronics Engineering	
Head, Electronics & Communication Engineering	
Head, Computer Engineering	
Student Welfare Officer / Counselor	
Administrative Officer	

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Government Polytechnic, Rajampeta | Rajampeta, YSR Kadapa District, Andhra Pradesh – 516115
Ref: GPR/MENTOR/2025-26/001 | Department of Technical Education, Government of Andhra Pradesh

SECTION IX: INFOGRAPHICS & DATA OVERVIEW – AY 2025-26

The following visual summaries provide an at-a-glance overview of the mentoring system for Academic Year 2025-26 — including student distribution, faculty allocation, key performance targets, and the annual activity calendar.

9.1 Mentoring System Snapshot

Total Students 37 I + II + III Year	Faculty Mentors 14 Vertical & Horizontal	Attendance Target 85% Up from 72% baseline	Min. Sessions / Year 8 Per mentee
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9.2 Student Distribution & Faculty Breakdown

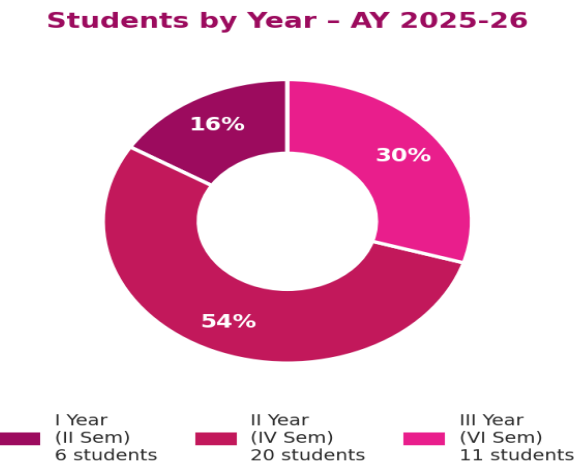


Fig 1: Students by year – AY 2025-26

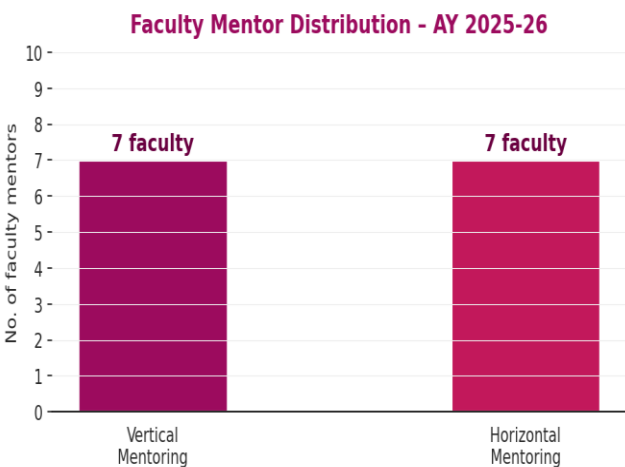


Fig 2: Faculty mentor distribution

9.3 KPI Targets: Baseline vs 2025-26 Goals

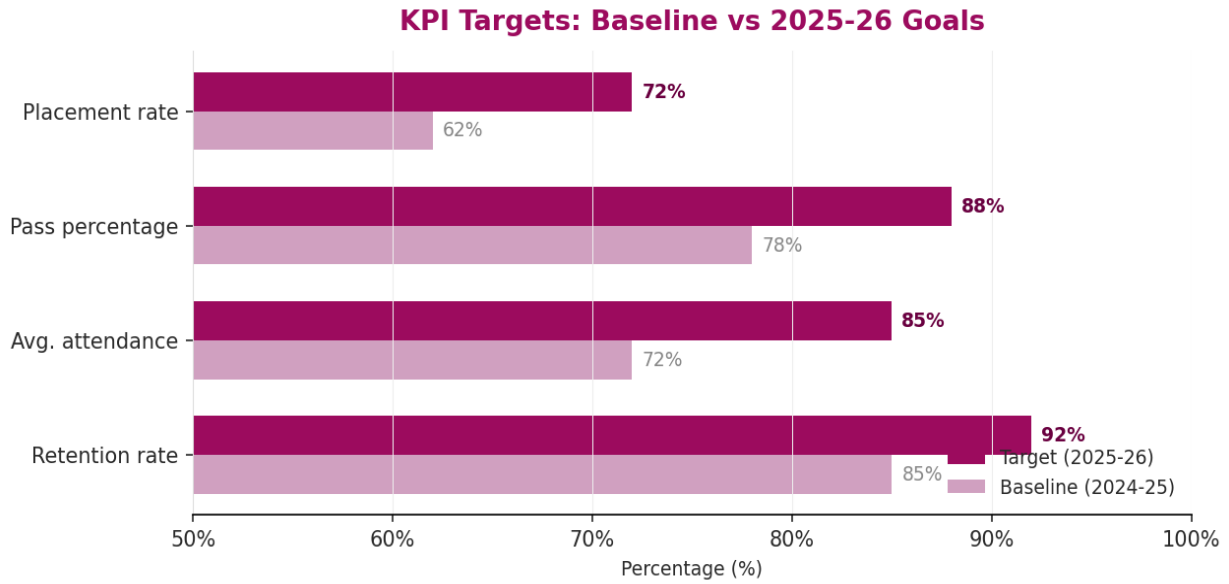


Fig 3: Key Performance Indicators – baseline (2024-25) vs targets (2025-26)

9.4 Annual Mentoring Activity Calendar

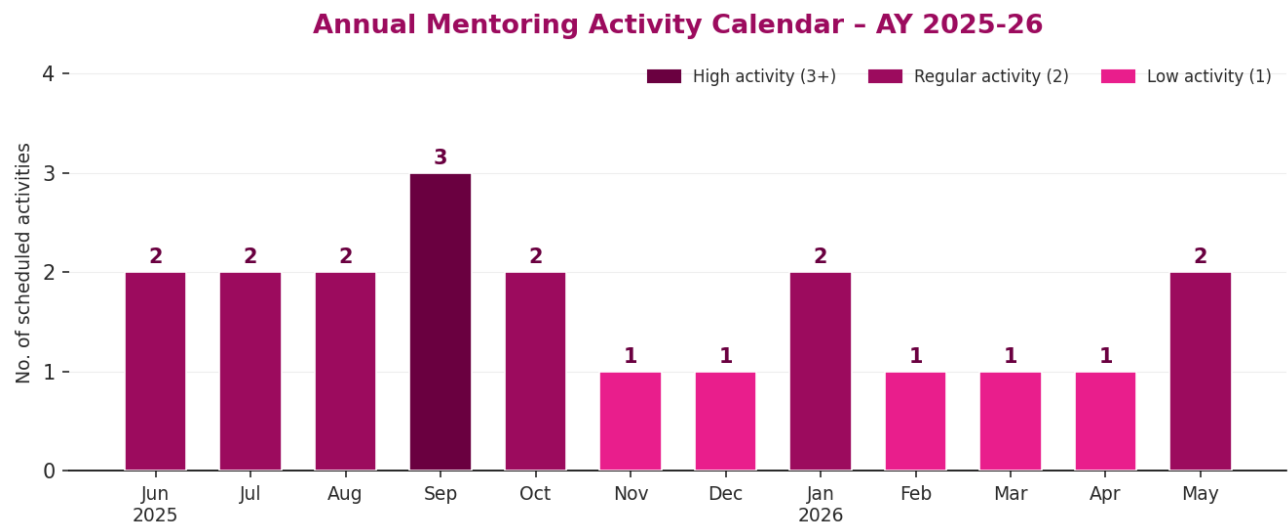


Fig 4: Scheduled mentoring activities per month – Jun 2025 to May 2026

9.5 Mentoring KPI Radar – Baseline vs Target

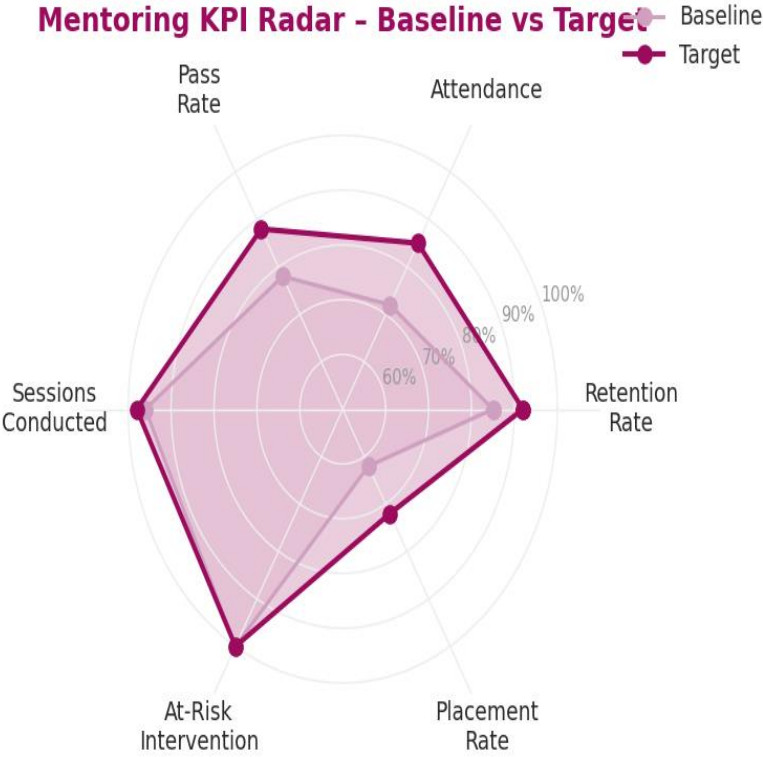


Fig 5: Multi-dimensional KPI comparison – baseline vs AY 2025-26 targets