



Mentors Roles and Responsibilities

1. **Foster discipline and positive conduct** among students by guiding them with patience, clarity, and consistency.
2. **Maintain regular and open communication with parents/guardians** to keep them informed about their ward's progress (Academic progress) and well-being.
3. **Promote a strong anti-ragging culture** by creating a safe, inclusive, and respectful environment for all students.
4. **Encourage students to take part in extracurricular activities**, helping them discover interests and develop confidence beyond academics.
5. **Offer personal counseling and mentorship** to support students' academic, emotional, and professional growth.
6. **Guide students through scholarship opportunities** and assist them in preparing applications or required documents.
7. **Motivate participation in alumni interactions, technical events, and student clubs** to broaden their exposure and professional network.
8. **Support students with certificate verification and other academic documentation**, ensuring they complete formalities smoothly.
9. **Inspire students to attend expos, fests, workshops, and similar events** to enhance their learning and real-world understanding.
10. **Encourage the effective use of laboratories and industry-focused initiatives** to help students gain hands-on skills and practical knowledge.
11. **Guide students in making informed choices** about elective subjects, projects, internships, and career pathways, offering them personalized academic and professional advice.
12. **Maintain comprehensive and up-to-date records of each student's progress**, ensuring their academic journey is well-documented and monitored.
13. **Inform the Head of Department (HOD) about any concerns** and offer thoughtful recommendations whenever administrative action or support may be required.

Procedural Guidelines for Mentors

1. Mentors must conduct two feedback meetings each semester: **Mid-Semester Feedback** and **End-Semester Feedback**.
2. Feedback should be collected through **offline mode**, recorded in the **mentee file** and **ERP**, and supported with **one or two GPS-tagged photos**.
3. Mentors should gather feedback under key categories such as: Academic Support, Mentoring Effectiveness, Facilities & Environment, Extracurricular Opportunities, Personal & Career Guidance
4. Each mentor must maintain a **Feedback Record Book / Sheet** or include detailed feedback in the mentee file, noting: Date of the offline meeting, Key points raised by mentees, Actions taken or planned
5. Strict **confidentiality** must be maintained by avoiding public disclosure of individual feedback and addressing sensitive issues privately or escalating them to the Counseling Cell or HOD.
6. After reviewing feedback, mentors should take necessary corrective or improvement actions and record these in the **Mentor's Logbook**.
7. At the end of each semester, mentors must submit a **Student Feedback Summary Report** to the department Academic coordinator signed by mentor, Academic coordinator and **HOD**.
8. At the end of each semester, the Mentoring Committee will verify all submitted reports and documentation.

Mentoring/ Counseling Monitoring Committee Coordinators

1. Dr. Avinash G M

2. Prof. Sudha T

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Sudha.T

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IQAC Coordinator

Dr. Rajesh A M

[Signature]

Dean Academic

Dr. Chetan S

[Signature]

Principal

Dr. Bharath P B

PRINCIPAL

V.J.M.I.T., Chitradurga