



Mentee Roles and Responsibilities

PURPOSE

The purpose of the Mentee's role is to actively participate in the Mentor–Mentee System by seeking guidance, demonstrating responsibility, and engaging in activities that contribute to academic excellence, personal growth, professional development, and ethical conduct.

1. Academic Responsibilities

1. Attend all classes regularly and maintain the prescribed attendance.
2. Prepare for classes, laboratory sessions, and examinations with sincerity.
3. Monitor personal academic progress and strive for continuous improvement.
4. Complete assignments, projects, laboratory work, and other academic activities within the stipulated time.
5. Seek academic guidance from the mentor whenever difficulties arise.

2. Active Participation in Mentoring

1. Attend all scheduled mentor–mentee meetings regularly.
2. Maintain open, honest, and respectful communication with the mentor.
3. Share academic, personal, or career-related concerns without hesitation.
4. Participate actively in discussions and follow the mentor's advice and suggestions.
5. Inform the mentor in advance if unable to attend a scheduled mentoring session.

3. Personal Development

1. Develop positive attitudes, discipline, and professional ethics.
2. Improve communication, interpersonal, leadership, and teamwork skills.
3. Build self-confidence and emotional resilience.
4. Practice effective time management and stress management techniques.
5. Demonstrate responsibility and accountability in all activities.

4. Career Development

1. Discuss career goals and aspirations with the mentor.
2. Participate in internships, industrial visits, workshops, and certification programs.

3. Prepare for competitive examinations, higher studies, and employment opportunities.
4. Develop technical, analytical, and problem-solving skills.
5. Maintain an updated resume and professional profile.

5. Placement Preparation

1. Participate actively in placement training programs.
2. Improve aptitude, coding, communication, and interview skills.
3. Attend mock interviews, group discussions, and career development sessions.
4. Keep track of placement opportunities and recruitment schedules.
5. Work consistently toward improving employability skills.

6. Professional Conduct and Discipline

1. Follow the rules, regulations, and code of conduct of the institution.
2. Maintain punctuality, discipline, and regular attendance.
3. Demonstrate honesty, integrity, and ethical behavior.
4. Respect faculty members, staff, fellow students, and institutional property.
5. Promote a healthy and inclusive learning environment.

7. Participation in Co-curricular and Extracurricular Activities

1. Participate actively in technical events, seminars, workshops, conferences, and competitions.
2. Engage in sports, cultural activities, NSS, NCC, clubs, and community service.
3. Contribute to innovation, research, entrepreneurship, and social outreach activities.
4. Enhance leadership and organizational skills through active involvement.

8. Research and Innovation

1. Take initiative in mini projects, major projects, and research activities.
2. Participate in hackathons, coding competitions, and project exhibitions.
3. Develop innovative ideas and contribute to research publications and intellectual property initiatives.
4. Collaborate effectively with peers and faculty in research-oriented activities.

9. Communication with Parents and Mentor

1. Keep the mentor informed about significant academic or personal issues.
2. Encourage constructive communication between parents and the mentor whenever necessary.
3. Respond positively to feedback received from the mentor and parents.
4. Inform the mentor about prolonged absence or exceptional circumstances affecting academic performance.

10. Student Welfare and Well-being

1. Maintain physical, mental, and emotional well-being.
2. Seek counselling or professional assistance whenever required.
3. Respect diversity and promote inclusiveness within the institution.
4. Participate in awareness programs related to health, safety, ethics, and social responsibility.

11. Documentation and Record Maintenance

1. Maintain a personal mentoring record, if prescribed by the institution.
2. Keep academic records, certificates, and achievements updated.
3. Record action plans discussed during mentoring sessions.
4. Review personal progress periodically and work towards achieving set goals.

12. Continuous Improvement

1. Accept constructive feedback positively and implement suggested improvements.
2. Set short-term and long-term academic and career goals.
3. Develop lifelong learning habits and continuously upgrade knowledge and skills.
4. Demonstrate commitment to personal, academic, and professional excellence.

OFFICIAL CONTACT: All official communication related to mentoring activities shall be made through the designated institutional email address.

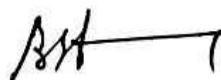
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