



Action Plan for the Mentor-Mentee System

1. Objective

The Mentor-Mentee System aims to provide continuous academic, personal, professional, and psychological support to students through structured mentoring activities. The system focuses on enhancing academic performance, improving employability, promoting holistic development, and strengthening student well-being.

2. Action Plan

Sl. No.	Activity	Action Plan	Frequency / Timeline	Responsibility	Expected Outcome
1	Mentor Allocation	Assign mentors to students at the beginning of the academic year.	Beginning of Academic Year	HOD / Mentor Coordinator	Effective mentor-mentee relationship established
2	Orientation & Student Profiling	Conduct orientation and collect students' academic, personal, and career-related information.	Beginning of Semester	Mentor Coordinator / Mentor	Student profiles created and mentoring objectives understood
3	Goal Setting	Help students set academic, career, and personal development goals.	Beginning of Semester	Mentor & Mentee	Individual development plan established
4	Regular Mentor-Mentee Meetings	Conduct mentoring sessions to review academic progress, attendance, and personal concerns.	Monthly	Mentor	Continuous guidance and student support
5	Academic Monitoring & Counselling	Monitor academic performance and provide academic, personal, and career counselling whenever required.	Monthly / As Required	Mentor	Improved academic performance and student well-being
6	Parent Interaction	Communicate with parents regarding students' progress and attendance, whenever necessary.	Once per Semester / As Required	Mentor	Enhanced parent-institution collaboration
7	Career & Skill Development	Encourage participation in internships, certification courses, placement training, competitive exam preparation, and skill development activities.	Throughout the Academic Year	Mentor / Placement Cell	Improved employability and career readiness

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8	Student Welfare Activities	Guide students regarding scholarships, financial aid, NSS, NCC, sports, and cultural activities.	Throughout the Year	Mentor	Holistic student development
9	Documentation & Follow-up	Maintain mentoring records, action plans, and monitor the implementation of suggested improvements.	Continuous	Mentor	Effective mentoring documentation and continuous improvement
10	Feedback & Evaluation	Collect student feedback, evaluate mentoring outcomes, and recommend improvements.	End of Each Semester	Mentor Coordinator / IQAC	Continuous quality enhancement of the mentoring system

Monitoring Mechanism

1. Conduct monthly mentor–mentee meetings.
2. Review attendance, internal assessment marks, and university examination results.
3. Monitor participation in certification courses, internships, research, and placement activities.
4. Maintain mentoring records and action-taken reports.
5. Conduct periodic reviews by the HOD, Mentor Coordinator, and IQAC.
6. Collect student feedback and implement corrective actions.

Key Performance Indicators (KPIs)

1. Improvement in student attendance.
2. Improvement in internal assessment and semester examination results.
3. Reduction in academic backlogs.
4. Increased participation in certification courses and internships.
5. Improved placement percentage and higher education admissions.
6. Increased participation in research, innovation, and extracurricular activities.
7. Enhanced student satisfaction with the mentoring process.
8. Improved communication between mentors, mentees, and parents.

Expected Outcomes

1. Improved academic performance and learning outcomes.
2. Enhanced student attendance and discipline.
3. Better communication, leadership, and interpersonal skills.
4. Increased participation in technical, research, and co-curricular activities.
5. Improved employability through internships, certifications, and placement preparation.
6. Strong Mentor–Mentee relationships fostering trust and guidance.

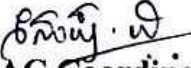
7. Holistic development of students in academic, personal, professional, and social dimensions.
8. Continuous quality improvement in the mentoring system through regular monitoring and feedback.

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

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Mentoring/ Counseling Monitoring Committee Coordinators

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