



Mentor Roles and Responsibilities

PURPOSE

The purpose of the Mentor–Mentee System is to provide continuous academic, personal, and professional guidance to students, enabling their holistic development and ensuring their successful progression throughout the academic program.

1. Academic Guidance

1. Monitor students' academic progress, attendance, and overall performance.
2. Guide students in course registration, curriculum planning, and academic requirements.
3. Identify slow learners and advanced learners and provide appropriate support.
4. Encourage effective study habits, time management, and examination preparation.
5. Motivate students to participate in seminars, workshops, conferences, and technical events.

2. Student Counselling and Support

1. Establish a healthy and trustworthy mentor–mentee relationship.
2. Provide academic, personal, and emotional counselling whenever required.
3. Help students overcome academic, social, and psychological challenges.
4. Maintain confidentiality of student information.
5. Refer students to professional counsellors or appropriate authorities when necessary.

3. Career Guidance

1. Guide students in identifying career opportunities and higher education options.
2. Encourage participation in internships, industrial visits, certification courses, and skill development programs.
3. Motivate students to prepare for competitive examinations and higher studies.
4. Provide information regarding scholarships, fellowships, and career advancement opportunities.

4. Placement Assistance

1. Encourage students to participate in campus placement activities.
2. Guide students in resume preparation and professional profile development.
3. Motivate students to improve communication, aptitude, coding, and technical skills.
4. Conduct mock interviews and group discussion practice sessions.
5. Monitor placement readiness and provide continuous career support.

5. Monitoring Student Progress

1. Maintain updated mentor records for each assigned mentee.
2. Review attendance, internal assessment marks, laboratory performance, and university examination results.
3. Identify students at academic risk and prepare corrective action plans.
4. Conduct periodic reviews and monitor improvement.

6. Parent Interaction

1. Communicate with parents regarding students' academic progress and attendance whenever necessary.
2. Inform parents about academic difficulties, disciplinary issues, or other concerns.
3. Encourage parental involvement in students' academic and personal development.

7. Personality Development

1. Encourage leadership qualities, teamwork, and professional ethics.
2. Promote communication, presentation, and interpersonal skills.
3. Motivate students to participate in extracurricular and co-curricular activities.
4. Build self-confidence, responsibility, and decision-making abilities.

8. Discipline and Ethical Values

1. Promote discipline, punctuality, and professional behavior.
2. Create awareness regarding institutional rules and regulations.
3. Encourage ethical conduct, integrity, and social responsibility.
4. Promote anti-ragging awareness and gender sensitivity.

9. Research, Innovation, and Entrepreneurship

1. Encourage students to undertake innovative mini and major projects.
2. Motivate participation in hackathons, project exhibitions, paper presentations, and innovation competitions.
3. Guide students in research publication, intellectual property rights (IPR), and entrepreneurship activities.
4. Promote participation in incubation and start-up initiatives.

10. Student Welfare Activities

1. Create awareness about scholarships, government welfare schemes, and financial assistance.
2. Encourage participation in NSS, NCC, sports, cultural, and community service activities.
3. Promote awareness of physical fitness, mental health, and overall well-being.

11. Documentation and Record Maintenance

1. Maintain complete mentor-mentee records.
2. Record counselling sessions, action plans, and follow-up activities.
3. Prepare semester-wise mentoring reports.
4. Submit mentoring records and reports to the Head of the Department or the Mentor Coordinator as per institutional guidelines.

12. Regular Mentor-Mentee Meetings

1. Conduct mentor-mentee meetings periodically (preferably at least once every 15 Days).
2. Discuss academic progress, attendance, career planning, and personal concerns.
3. Review previously identified issues and monitor progress.
4. Maintain minutes of meetings and ensure appropriate follow-up actions.

Professional Responsibilities of a Mentor

1. Act as a role model by demonstrating professionalism, integrity, and ethical behaviour.
2. Treat all students fairly without discrimination.
3. Encourage lifelong learning and continuous self-improvement.
4. Foster a positive, inclusive, and supportive learning environment.
5. Maintain regular communication with the Department, Parents, and Institutional Authorities whenever 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 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 Counselling 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**.

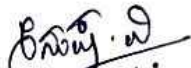
At the end of each semester, the Mentoring Committee will verify all submitted reports and documentation.

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

E-Mail: mentormenttee@sjmit.ac.in

Mentoring/ Counseling Monitoring Committee Coordinators

1. Dr. Avinash G M
2. Prof. Sudha T


IQAC Coordinator
Prof. Anusha V


Dean Academic
Dr. Satish J


Principal
Dr. Kumarswamy B G
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