SOP ON MENTOR MENTEE SYSTEM

PREPARED BY

THE INTERNAL QUALITY ASSURANCE CELL,

SILIGURI INSTITUTE OF TECHNOLOGY

A NAAC ACCREDITATED INSTITUTION

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MENTOR'S DIARY

"I will be the guide to your dreams and aspirations"

Department:

Mentor Name:

Designation:

Period:

Contents

1. MENTORING

1.1 Introduction:

Mentor- Mentee System has been introduced in Siliguri Institute of Technology with a vision to extend support and guidance to the students studying in the Institution for the betterment of their academic and professional career and thereby contribute towards nation building. Mentoring is a partnership between Mentor and Mentee. Mentors are student-centric teacher-friends who help young adult learners in their transitory phases and challenging times. It is based on mutual trust and respect. It has been introduced for obtaining a holistic assessment of the learners' performance and providing inclusive spaces for growth and development. Mentors apply their guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement.

Counseling to the students is provided through personal attention and regular dialogues during their stay on campus and conversation over the telephone with the mentees allotted to the teacher concerned as the Mentor. Tips are given on studies, personal counseling and guidance regarding career choices, to get success in the university examinations. Support is meted out to the mentees in the form of precise content on courses, reviews, scholarships, higher education, internships etc. The scheme aims at bridging the gap between the teacher and the student and is hoped to play an instrumental role in blending the harmonious relationship between the learner and his/her family and the institution at large, consequently creating an atmosphere of conviction and faith about the alma mater.

1.2 Aims and Objectives:

1. To bridge the gap between the mentor and the mentee.
2. To ensure the quality performance of the students in academics.
3. To deal with the related issues for the holistic development of the students.
4. To provide mutual support and congenial learning environment.
5. To inspire and motivate for higher studies and competitive examinations
6. To discuss stress related issues.
7. To regulate the academic involvement and assess the outcome.

2. MENTORING SYSTEM

The process has been established as 'Mentoring System'. Each faculty will be the mentor of a group of 10 to 15 students. Departmental faculties will continue to be mentors for the same group of students till their graduation. For the 1st year B. Tech students Mentor Allocation is done from the faculty members of the Department of Basic Sciences and Humanities and are allocated another mentor from the respective department with whom they remain attached for the remaining three years. The hierarchical flow chart of the Mentor-Mentee system practiced in Siliguri Institute of Technology is as follows:
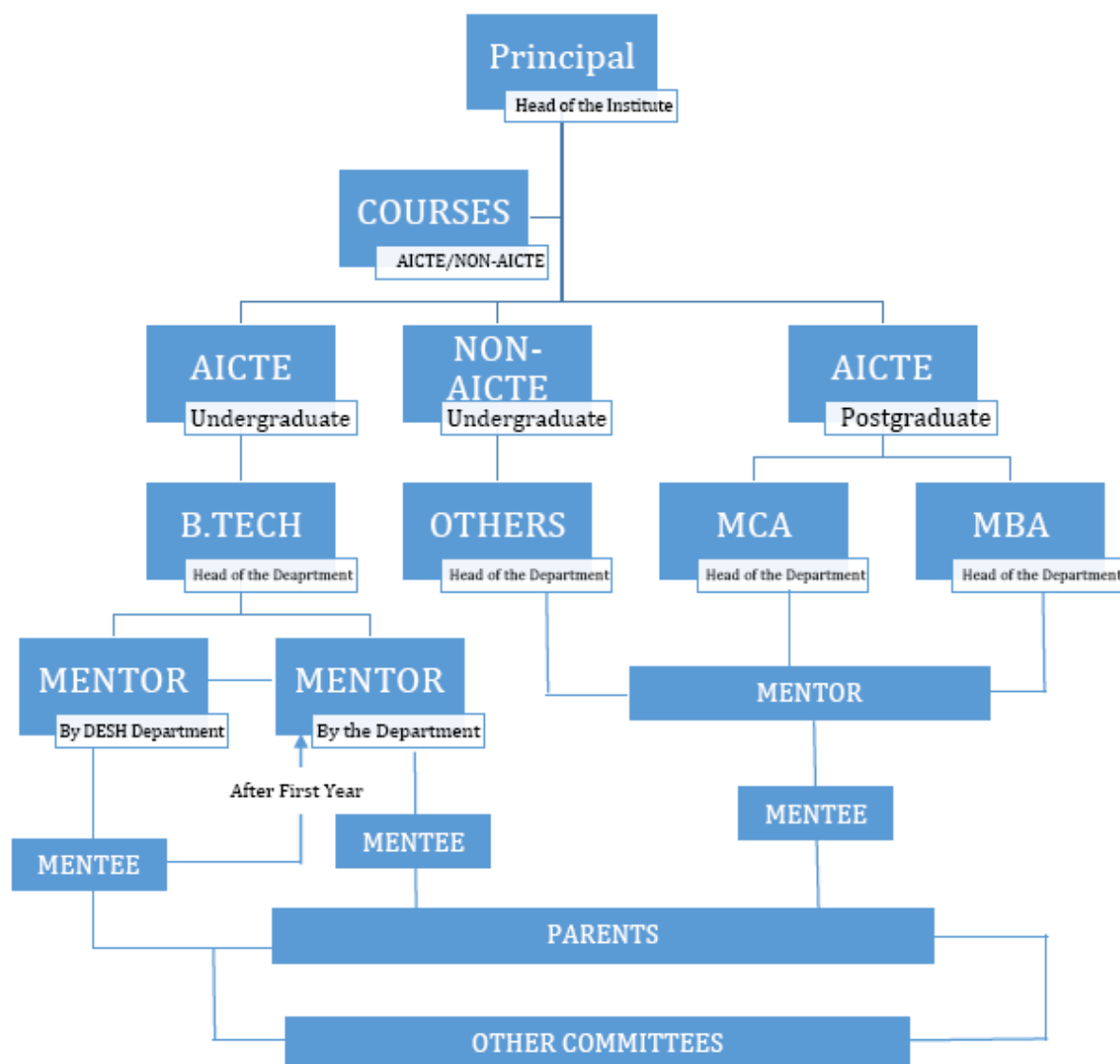
2.1 Programme Details:

a. Mentees shall be assigned to the mentors right from the first year of the programme.
b. A mentor shall not have more than 30 mentees at a time.
c. The mentees preferably be attached to the same mentor for the entire duration of the programme.
d. The mentor shall meet the mentees regularly and record the outcome of the meeting in the
e. hard copy.
f. The details about each mentee will be recorded and periodically updated. The mentor shall identify the students performing exceptionally well in curricular or co-
g. curricular activities and report to the head of the institution/department for providing further
h. Motivation should be given to advanced/gifted learners.
i. The mentor shall also identify the students whose performance/attendance is below par.
j. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parents, head of the department for reforming the student.
k. Attendance: The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.

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l. Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term examination and help the mentee through counseling or by arranging remedial teaching, if necessary.
m. Provide help in behavioral and discipline matters of the mentee.
n. Look after the health and physical well being of the mentee and his family.
o. Monitor achievements, talents and co-curricular activities.
p. Lend a supporting hand to handle stress related issues.

2.2 Duties/Responsibilities of a Mentor:

a. Determine the students' Academic and Non academic gaps and report to authority of the same
b. Check for any health issue and inform the authorities about the same
c. Motivate the mentees for attending all the departmental/Non departmental events to attend
d. Motivate the mentees for indulging positive thought in their activity
e. Encourage the mentees to take part more in outcome based education, assessing the course outcomes are imbibed or Not and report the same to the Academic Coordinator.
f. Analyze the results of the mentees and discuss the areas of improvement in each semester,
g. Motivate the mentees to take part more in Club Activities with positive deliverables (Exp- Product design, Publication, patent, copyright etc)
h. Motivate the mentees to opt the placement opportunities (offered by the institution time to time)
i. Conduction of Mentor mentee meet, generating MOM.
j. Introduce and discuss the concept of mentor- mentee system with the assigned mentees.
k. Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of students and discuss with them the complete schedule of future meetings.
l. Keep a track of the attendance, academic performance and behavioral aspects of the students
m. Support students academically and emotionally
n. Contact parents to inform the progress of their ward, whenever required.
o. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
p. To guide students and also to arrange for remedial teaching if required.

2.3 Duties/Responsibilities of a Mentee:

a. Attend meeting regularly
b. Fill personal information in the form at the time of joining the mentor- mentee system.
c. Provide details of attendance, continuous assessment, end term examination, co-curricular, extra- curricular activities to the mentor whenever asked for.
d. Repose confidence in the mentor and seek his/her advice whenever required.

2.4 Duties/Responsibilities of HOD:

a. Meet all mentors of his/her department at least once a month to review the proper implementation of the system
b. Advice mentors wherever necessary.
c. Initiate administrative action on a student when necessary.
d. Keep the head of the institute informed.

3. COMPREHENSIVE MENTORS RECORD KEEPING FORMAT

3.1 Mentee List:

Sl.No.	Batch	University Roll No	Name	Contact Number	Email id

3.2 KYS

KNOW YOUR STUDENT (KYS)			
Details of Student			
Name			
Roll No.		Registration Number:	
Rank		Admission Year:	Color Photograph
Batch		Aadhar No:	
DOB		Caste (General/ EWS/ST/SC/ST/Minority/OB C)	
Religion		Nationality	
Contact Details			
Permanent			
Communication			
Contact No.		Whatsapp Number:	
Email id		Aadhar Number:	
Parent Details			
	Father		**Mother**
Name			
Contact No.			
e-mail			
Co-curricular and Extra-curricular Activities			
	Name		**Any significant achievement**
Games - To be specified (i.e. football /cricket			
Sports – Specificevent should be mentioned,(spr in t/ Long distance			
Music - Vocal/			
Dance - Bharat Natyam/ kathak/ Kunchipuri/			

Painting		
Passing free time		
Participation in Outreach Program		
[Social activity outside the		

3.3 Record Keeping Format

3.3.1 ACADEMIC RECORDS:

Semester wise performance								
Semester	**1st**	**2nd**	**3rd**	**4th**	**5th**	**6th**	**7th**	**8th**
SGPA								
Details of Backlog								
Incremental Changes								

3.3.2 CAREER DEVELOPMENT

SKILL ENHANCEMENT ACTIVITIES				
Semester	**Details of Program/Activity**	**Duration with Date**	**Attended(Yes/No)**	**Outcome of the Activity**
1st				
2nd				
3rd				
4th				
5th				
6th				
7th				
8th				

3.3.3 DETAILS OF MOOCS

Sem	Course No.	Details of Course Attended	Conducted by	Credit	Total Credit	Course No.	Details of Course Attended	Conducted by	Credit	Total credit
		Details of MOOCs Attended								
		For B-Tech with Hons.				Beyond Hons.				
1	i					i				
	ii					ii				
2	i					i				
	ii					ii				
3	i					i				
	ii					ii				
4	i					i				
	ii					ii				
5	i					i				
	ii					ii				
6	i					i				
	ii					ii				
7	i					i				
	ii					ii				
8	i					i				
	ii					ii				

3.3.4 Co-Curricular and Extra-Curricular Activities

Semester	Details of Program/Activity	Date/Duration	Attended(Yes/No)	Outcome of the Activity	Any Significant Acheivement
Records of Co-Curricular & Extra-Curricular Activities					
1st					
2nd					
3rd					

4th				
5th				
6th				
7th				
8th				

3.3.5 SCHOLARSHIP DETAILS

Scholarship Details				
Semester	**Scholarship Scheme Availed**	**Funding Agency**	**Duration**	**Amount in INR**
1st				
2nd				
3rd				
4th				
5th				
6th				
7th				
8th				

3.3.6 SWOT ANALYSIS

SWOT ANALYSIS							
STRENGTH		**WEAKNESS**		**OPPURTUNITIES**		**THREATS**	
1		1		1		1	
2		2		2		2	
3		3		3		3	
4		4		4		4	
5		5		5		5	

4. MENTOR MENTEE MEETING PROCEDURE

4.1 Notice-Call for Meeting:

REF. NO.: (SIT/Dept./Mentor-Mentee/Session /Memo No.)

Meeting Date: ………………………; Meeting Time: ……………………..; Meeting Venue: …………………… ;

Subject:………..;
Address to: …………..; …………………..; …………..; …………………..; …………..; …………………..; …………………..;
Copy to: …………..; …………………..;…………..; …………………..;

4.2 Agenda:

1. Determination of student Academic and Non Academic gaps.

2. Enquiry on health-related issue of Mentees and his / her family member(s).

3. No. of Academic / Extra Curricular activities attended and motivation to attend future events.

4. Motivate the member for indulging in positive thought and attitude in their academic activities.

5. Peer learning activity details (eg. Club Activity, Skill Development, GDPI Session, Short Extempore)

6. Participation in Extra-Curricular activities - Dance, Sing, Music, Poetry, Sports.

7. Soft Skill details.

8. MOOC'S attended details.

9. Student Research Activity details if any with support provided

10. Scholarship details

11. Attendance details

12. Attendance detail of Training conducted by
    a. Training and Placement
    b. HOD
    c. In house programs

13. Competitive Exam preparation details and motivation.

14. Placement preparation details.

4.3 Event Photograph (Geo tagged):

5. MENTORING SESSION RECORD

Date: Time: Venue:

5.1 Session Summary:

Name of the Mentee:	
Semester	
Year:	

Admission Year:	
Proposed Resolution:	1. …. 2. … 3. … 4. …

5.2 Minutes of the Meeting (To be submitted to HOD):

REF. NO.: (SIT/Dept./Mentor-Mentee/Session /Memo No.)

Meeting Date: ………………………; Meeting Time: ……………………..; Meeting Venue:

……………………. ;

Meeting Facilitator: …………………..; Minutes Issued By:

………………………………………………………………;

Meeting Purpose/Agendas:

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   I.   Member Present:

 II.   Member Absent:

III.   Key Discussion Points on present agendas:

IV.   Next Steps:

Full Signature of Mentor with date: