



Annai Violet Arts & Science College

(Affiliated to the University of Madras, Co-Ed | NAAC Accredited)

MENTORING – STANDARD OPERATING PROCEDURE

Objectives of the Mentoring Program

- To focus and motivate students to **achieve learning goals** and thereby improve their academic performance.
- To generate interest** in academics & Institutional activities among the students.
- To **provide institutional information** to students.

Mentoring -SOP

- The Mentor and Mentee have to follow the Mentoring agenda
- Engagement is on a voluntary basis for both the Mentor and the Mentee
- The Mentoring relationship is confidential
- It is a relationship built upon trust and mutual respect
- The Mentor empowers the Mentee to take responsibility for their own learning and career development
- Keep relationship professional

Meeting No: 1

- Issue of Mentees list to the Mentors
- Knowing each other
- Collect students personal data & Hobbies
- Collect University arrear details of your mentees.
- Create one excel sheet for your mentees and update in Edumate software.
- Create mail group
- Send some academic data to their mail. Ask your mentees to reply.
- Send the self assessment survey to your mentees. (To know about your student caliber)
- Collect co curricular and extracurricular details of your mentees.
 - UPDATE IT IN YOUR EXCEL SHEET and mail this to your mentees tutor
 - Tutor has to save the document in the department.

Meeting No: 2

Before CIA 1 Exam

- Interaction with your mentees...
- Verification of Subject notes and books and attendance
- (2 days before Mentor have to send a mail and ask them to give a reply whether they are having notes or not. If not ask them to make it ready)

Meeting No: 3

After CIA 1 Exam

- Update CIA marks in the mentoring Booklet (before the meeting date-(Get marks from the Tutor)
- Interact with your mentees based on their performance
- Obtain the reasons
- Collect information related to Mentees Participation in Extra and Co curricular activities.
- Ask students to scan their certificates and send a mail to Mentors.
- In student OD form Mentor has to first sign and forward to Tutor and HOD.

Meeting No: 4

Before CIA 2

- Interaction with your mentees.
- Verification of Subject notes and books and attendance
- (2 days before the meeting date Mentor has to send a mail and ask them to give a reply whether they are having notes or not. If not ask them to make it ready)

Meeting No: 5

After CIA 2 Exam

- Update CIA marks in the mentoring Booklet (before the meeting date)
- Interact with them based on their performance
- Obtain the reasons
- (Get marks from the Tutor)
- Issue of Information regarding the following Awards
 - Library usage Award
 - Net Usage Award
 - Class Topper Award
 - Subject Centum Scorer Award
 - 100 % Attendance Award
 - Best Volunteer Award

Meeting No: 6

After CIA 3 Exam

- Update CIA marks in the mentoring Booklet (before the meeting date)
- Interact with them based on their performance
- Obtain the reasons
- (Get marks from the Tutor)
- Giving Instructions regarding
 - Article/Paper presentation Preparation
 - Video Resume preparation and so on.
 - Launch of Mentoring News letter
 - Issue of Awards

Semester End: Updating the mentoring Register with University results.