

# ANNAI VIOLET ARTS AND SCIENCE COLLEGE

## 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.