



Standard Operating Procedure (SOP) for Student mentorship programme

1. **Purpose:** The purpose of this SOP is to establish a structured mentorship program aimed at supporting students' personal, academic and professional growth. The program seeks to provide guidance, encouragement and resources to help students achieve their goals.
2. **Scope:** This SOP applies to all mentors, mentees and program administrators involved in the mentorship programmes.
3. **Definitions:**
 - **Mentor:** A member of faculty who provides guidance, support and knowledge to the students
 - **Mentee:** A Student seeking guidance and support from a Mentor
 - **Programme Coordinator:** HoD concerned or his/her representative responsible for managing and overseeing the mentorship programme.
4. **Roles & Responsibilities:**
 - 4.1 **Programme Coordinator :**
 - Select & recruit Mentors and mentees as per ANNEXURE-A :: [With a ratio of 1:10 for a period of 4years]
 - Match mentors with mentees based on interest, goals and availability
 - Provide resources for mentors and mentees
 - Monitor and evaluate the progress [feedback] of the mentorship relationship minimum once in a semester.
 - Address any issues or concerns that arise during the mentorship
 - 4.2 **Mentor:**
 - Commit to regular meeting with the mentees
 - Provide guidance, support and resources to help the mentee achieve their goals.
 - Respect the confidentiality and privacy of the mentees
 - Must maintain all information [Mentee's Ph No & Email, Home address, Parents Ph No & Email, etc]
 - Must keep all academic information like: semester wise attendance, Marks of Mid-semester & End-semester, internship programme, T&P, any other which is related to the academic activities, etc.
 - Must maintain an environment where he/she will be easily available to all mentees under him/her, also they will have to take care mental health of all mentees



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- Ensure that all information of a individual mentee shared during mentorship is kept confidential.
- Report any unethical behaviour or breaches of confidentiality to the programme coordinator.

4.3 Mentee:

- Commit to regular meeting with the mentor
- Set clear goals and communicate to the mentor
- Be open to feedback and activity participate in the mentorship process
- Respect the mentor's time and guidance



ANNEXURE-A

Details of Mentor and Mentees

Name of the mentor						
Designation of the mentor						
Department						
Duration of mentorship		July-Dec,20_____ to Jan-June,20_____				
Total number of Mentees under the mentorship						
Name of the mentee	Roll No of Mentee	Email ID of Mentee	Ph No of Mentee	Name of the Parents / guardians	Address Ph no Email of Parents / guardians	Photo of mentee

(Signature of Mentor)

(Signature of Program Coordinator)

(Signature of Dean, Academic)