

SRI BALAJI VIDYAPEETH

(Deemed to be University)

U/S 3 of UGC Act 1956

Puducherry – 607402

STANDARD OPERATING PROTOCOL FOR MENTOR TO MENTEE - SBV

Issue Date: 12.09.2019	Version No.: Original	Doc. No.: SBV-MM-PL-1/2019
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1.0 Purpose

The purpose of this Standard Operating Protocol (SOP) is to outline the procedure and guidelines of the Mentor Mentee committee at Sri BalajiVidyapeethUniversity (SBV)

2.0 Scope

This SOP applies to all the mentors and mentees in the constituent colleges in SBVU.

Structure of the committee:

- Convenor
- Member secretary – Faculty nominated by Convenor
- Vice – Principal (Students affairs)
- Students Council President
- Student Counsellor

3.0 Responsibility

- Organize scheduled meetings to address the academic and personal issues of both mentor and mentee
- Offers participants guidance and support in creating and sustaining the mentoring relationship
- Solicits and acts upon feedback from program participants about the effectiveness of the program
- Collects resources for best practices in successful mentoring relationships
- Educates the participants of the advancements in the field

Roles and responsibilities of Mentors:

- Meet the mentees from time to time and make entries in the Mentor – Mentee log book.
- Keep track of the academic as well as holistic development of the students besides their performance and attendance. Encourage the mentees to participate in all the activities like sports, cultural activities and other learning opportunities.
- In case of counselling issues, mentors should refer the mentees to the counsellors for further support.
- Maintain absolute confidentiality with regard to details and concerns of mentees.
- In case of any requirement for student support in terms of scholarships, examination related grievances, the concerns should be escalated to the Vice – Principal, Principal or related Convenors of Cells / Committees and Clubs

Roles and responsibilities of Mentees:

- Communicate with Mentor from time to time and schedule meetings

- 2) Mentees are responsible for being proactive and responsive, willing to learn, and maintaining effective communication with the mentors.
- 3) Utilize mentor as a resource for information and to get advice
- 4) Develop and maintain a positive and respectful rapport with mentors
- 5) Willing to accept feedback from mentors
- 6) Keeping the mentor informed of their progress

Benefits:

The mentor can enhance the mentee's sense of confidence and increase his or her self-esteem by showing genuine interest in the mentee's development. The student understands her/his role in the organization, gets advice, help and encouragement, and finds opportunities for networking.

The mentor develops leadership and communication skills, shares experience and knowledge, and discovers the students' point of view. Mentors experience greater productivity, career satisfaction, and personal gratification. In addition, medical teachers that mentor, develop valuable skills that help shape the professionalism of future doctors.

4.0 Functions of Mentor – Mentee Committee

- a) Bridging the gap between the teachers and students.
- b) Creation of a better environment in college, where students can approach teachers for both educational and personal guidance.
- c) Enhancement of knowledge base for both teachers and students alike, due to effective two-way communication.
- d) Motivation for higher studies and career guidance
- e) Advice and support for improvement in academic performance.

5.0 Procedure

PROCESS	ACTIVITIES
Organization	Identifying the members to form the Committee
Allotment of mentees to mentors	At the beginning of every academic year, mentees will be randomly allocated to mentors
Mentor-Mentee meetings	<ul style="list-style-type: none"> - Mentor mentee meet at regular intervals and accomplish their roles and responsibilities - Special concerns, grievances, counselling scholarships, feedback will be addressed to concerned units. - Action plans shall be discussed and responsibilities / targets shall be assigned to mentors - Follow up of the corresponding actions taken.
Mentor and mentee logbook	<ul style="list-style-type: none"> - Maintenance of log book by mentor as well as mentee (Log book includes personal and academic data of mentee and record of their meetings) - Minutes of Meeting to be circulated between the committee members to understand their action plans and targets

6.0 Tenure of Mentor Mentee Committee

The Committee is revised every academic year.