



IARE

**INSTITUTE OF
AERONAUTICAL ENGINEERING**

**STANDARD OPERATING PROCEDURE
FOR
MENTORSHIP**

STANDARD OPERATING PROCEDURE FOR MENTORSHIP

Objective:

To elaborate the procedure for Mentorship

Responsibility:

- All the Mentees
- Dean student services (DSS)
- Heads of the respective Departments.
- Mentors

Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Allocation of mentees to the Mentors	Dean Student Services (DSS)	Before commencement of academic year
2	Categorizing the mentees based on the SWOT analysis and motivating them based on their levels.	Mentors	Before commencement of academic year
3	Monitoring the Mentees discipline.	Mentors	Daily Basis
4	Conducting Mentors ward meeting to counsel and to motivate the mentees.	Mentors	Twice in a month
5	Conducting the Mentors ward meeting to know the work progress and their involvement with their academics.	Mentors	Weekly Basis
6	Recording of the Minutes of Mentorship meeting in the Mentor Log book.	Mentors, HOD	Weekly Basis
7	Motivating the mentees to attend the online Coding Contest and other events to improve their programming skills.	Mentors	Weekly Basis
8	Motivating the mentees to do online courses and monitoring the status.	Mentors	Weekly Basis
9	Motivating the mentees to participate in co-curricular and extra-curricular activities conducted in other reputed colleges.	Mentors	Daily Basis
10	Maintaining the mentee record and mentee Data base.	Mentors	Daily Basis
11	Maintaining the master attendance and log book	Mentors	Daily Basis
12	Maintaining the daily and Monthly attendance of mentees and sending reports to parents. Making the mentees who are having attendance below 75% to meet HoD.	Mentors, HoDs	In first week of every month
13	Analyzing the mentee's interest in various domains, so that they can be allowed to participate in the events that contribute to their interest.	Mentors	Daily Basis
14	If the mentees have any grievances regarding their subjects, it shall be discussed with the respective faculties.	Mentors, HoD	Timely Basis
15	Conducting Academic Review Meeting to inform about the progress of the mentees, placement related training, importance of mandatory courses, academic and co-curricular activity performance.	Mentors, HoD	Monthly Basis