



BIRLA INSTITUTE OF TECHNOLOGY MESRA RANCHI

STANDARD OPERATING PROCEDURE (SoP)
for

MENTOR-MENTEE INTERACTION SYSTEM

(Effective from: A.Y. 2024 – 25 [MONSOON 2024])

1. Purpose

To establish a structured framework for mentor-mentee interactions at BIT Mesra, Ranchi, to ensure effective guidance and support for students' academic and personal growth.

2. Scope

This SoP applies to all faculty members serving as mentors and students assigned as mentees in the Institution (BIT Mesra) including Off-Campuses.

3. Objectives

- To facilitate regular and meaningful interactions between mentors and mentees.
- To provide academic, career, and personal guidance to students.
- To monitor and support students' overall development and well-being.
- To engage with the graduated students who were mentees.

4. Roles and Responsibilities

4.1. Mentor: "A mentor is a teacher one who leads through guidance. Mentoring is a process by which teachers counsel, guide, instruct and facilitate the intellectual and/or career development of the students."

Responsibilities of Mentors (Faculty Member)

- Act as a role model and guide for the mentee.
- To form a separate group (on WhatsApp as well as e-mail) of allocated Mentees for all the batches.
- To interact with the mentee at least twice in a semester.
- Provide academic advice and support.
- Assist with career planning and professional development.
- Offer personal guidance and support.
- Monitor mentees' academic performance and well-being.
- Maintain confidentiality of mentee information.
- To liaise with the parents (via personal/telephonic/e-mail) in academic performance/attendance/personal matters at least twice in a semester.
- Document and report mentee progress in soft copy to the concerned Head of the Department/Director, Dean (UGS)/Dean (PGS) and Director (IQAC).

4.2. Mentee: "A mentee is who wants to learn and seeks valuable advice from someone who can guide him/her in order to grow professionally and/or personally."

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Responsibilities of Mentees (Students)

- Actively participate in meetings and seek guidance.
- Be open and honest about academic and personal challenges.
- Respect the mentor's time and maintain scheduled meetings.
- Implement the advice and feedback provided by the mentor.

- Inform the mentor of any changes in academic or personal circumstances.
- To complete the mentoring feedback survey at the end of each semester and submit the same in soft copy to the concerned Head of the Department/Director, Dean (UGS)/Dean (PGS) and Director (IQAC).

5. Process

5.1. Assignment of Mentors and Mentees

- Mentors will be assigned by the Office of Dean (UGS)/Dean (PGS) for Mesra Campus and by the Office of the Director/Professor In charge for all the Off-Campus at the beginning of each academic year.

Mentors allotted in the first year remain Mentors for the complete academic tenure of Mentee. *In case, a Mentor leaves/takes break during the session, he/she will inform the concerned HoD/Director, Director (IQAC), Dean (UGS) and Dean (PGS) about the same, and therefore the notification of new allotment would be circulated accordingly. The Mentor in such cases should handover all the Mentor-Mentee logbook records, Meeting records and Mentee response analysis to the concerned HoD/Director before leaving.)*

- A list of assigned mentor-mentee pairs will be communicated to all parties involved.

5.2. Initial Meeting

- The mentor will schedule an initial meeting with the mentee to establish rapport and set expectations.
- During the initial meeting, the mentor and mentee will discuss goals, preferred communication methods, and meeting frequency.



- To communicate Ordinances, Examination Regulations, Holidays, Academic Calendar, Class Time Table, list of Clubs & Societies of the Institute, available scholarships etc.

5.3. Regular Meetings

- Mentoring is round the clock task, still all Mentors are required to conduct a formal meeting with the assigned Mentee, **at least twice in a semester** to submit the record of mentee performance (**Annexure I**).
- Both parties should come prepared for the meeting with relevant questions, updates, and topics for discussion.

5.4. Meeting Agenda

- Review academic progress and performance.
- Discuss career plans and professional development opportunities.
- Address any personal or academic challenges faced by the mentee.
- Set short-term and long-term goals.
- Plan actionable steps to achieve set goals.

5.5. Documentation

- Mentors should maintain a record of each meeting, noting the date, key points discussed, and agreed action items.
- The minutes of the meeting should be recorded and be made available to the concerned Head of the Department/Director, Dean (UGS)/Dean (PGS) and Director (IQAC).
- A summary of the mentee's progress and issues should also be reported to the concerned Head of the Department/Director, Dean (UGS)/Dean (PGS) and Director (IQAC) at the end of each semester.

5.6. Confidentiality

- All discussions between mentor and mentee should be kept confidential.



- Information should only be shared with third parties if it is in the best interest of the mentee and with their consent, except in cases where the mentor believes the mentee is at risk of harm.

6. Feedback and Evaluation

- At the end of each semester, mentees will provide feedback on the mentorship experience. **(Annexure: II)** [Note: Mentor should provide the Annexure – II to all allotted mentees. The same should be submitted by the mentee to the concerned Head of the Department/Director, Dean (UGS)/Dean (PGS) and Director (IQAC) at the end of each semester.]
- This feedback will be used to improve the mentorship program.

7. Conflict Resolution

- If a mentor or mentee feel that the mentor-mentee engagement or mentorship experience is not beneficial, they may discuss the issue with the concerned Head of the Department/Director and subsequently with the Dean (UGS)/Dean (PGS).
- If the conflict cannot be resolved, a reassignment of the mentor or mentee may be considered.

8. Review and Revision

- This SoP may be reviewed annually by the Advisory Committee for Academic Programme (ACAP) to ensure that it meets the needs of both mentors and mentees.
- Any necessary revisions will be made and communicated to all stakeholders.

9. Approval

This SoP has been approved by the Advisory Committee for Academic Programme (ACAP) and is effective from Monsoon 2024. All faculty and students are expected to adhere to these guidelines to foster a supportive and productive academic environment.



Annexure I: MENTOR - MENTEE LOG BOOK

MENTEE

Name of Student.....

Department:

Roll No.....

Date of Birth.....

Contact No.....

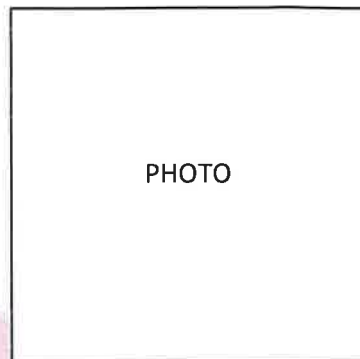
Blood Group.....

Disease or Deficiencies, if any

Father's Contact No..... Mother's Contact No.....

Permanent Address

Local Address.....



CGPA

Sem.	Session	SGPA	CGPA	Backlog, F*, If any	Remarks, if any
I					
II					
III					
IV					
V					
VI					
VII					
VIII					
IX					
X					

Extra Semester / Backlog / Disciplinary Action (If any)

Sem.	Session	Paper Appeared	Paper Cleared	Remarks

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Hostel Allotment

Sem.	Session	Hostel & Room	Roommate, if any (Name, Roll No., Phone No.)

Extra-Curricular Activity

- 1.
- 2.
- 3.

Internship in..... Company Placed in

Hostel Leaving Intimation:

Sr. No.	Date of intima	Session	Hostel No.	Room No.	From	To	Reason
1.							
2.							
3.							
4.							
5.							

Signature of Student

Note:

- Students should submit a copy of their registration form at the time of registration.
- Students should submit a copy of their grade card.
- Students should inform beforehand if they are leaving the campus, for any reason.
- Involvement in any act of indiscipline should be brought to the notice of Mentor.

MENTOR

Name:	
Department:	
Designation:	
Email ID:	
Contact No.:	

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MEETING DETAILS

Name of the Mentor:	Name of the Mentee:
Date of the Meeting:	Date of Last Meeting (if any):
Brief Comments by Mentee:	Brief Comments by Mentor:
Action Plan by Mentor:	
Signature of Mentee	Signature of Mentor

Note for Mentor: After your mentoring meeting, please complete this form and send the soft copy to your Head of the Department/Director with a copy to dugs@bitmesra.ac.in, dpgs@bitmesra.ac.in and dir.iqac@bitmesra.ac and keep a copy for your records.

Annexure II: MENTEE FEEDBACK ON MENTORING PROCESS

S. No.	Questions
1.	How many mentor-mentee meetings attended by you? a) All the meetings b) Missed few c) Not attended at all
2.	What type of mentoring do you prefer? a) One to one b) Group
3.	What mode of mentoring do you prefer? a) Physical b) Audio call c) Messaging d) E-mail e) Video call
4.	How frequently the mentoring has been scheduled? a) Every week b) Monthly once c) After each internal d) Every 6 months once
5.	How frequently do you prefer parents-teachers meeting during your regular mentor-mentee meetings? a) During each meeting b) Once in every month c) Once in six months d) Once in a year e) Not at all
6.	Is your mentor approachable? a) Yes b) No
7.	If No, what are the hindering factors in approaching your mentors? a) Time constraint b) Uninterested mentors c) Not able to contact d) Never tried to contact the mentors e) No hindering factors
8.	What are the things you discuss with your mentors? a) Only academics b) Other than academics such as your personal problems, health care, and habits
9.	How relaxed do you feel after talking to your mentor? a) Very relaxed and satisfied b) Relaxed to some extent but not satisfied c) Not relaxed d) Not relaxed but confused
10.	Do you think that mentoring is good practice? a) Yes b) No
11.	Should the mentors be allotted or chosen by the students? a) Randomly allotted b) To be chosen by the students
12.	Was there any improvement in your marks obtained after the mentoring? a) Yes b) No

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Contact: For any queries or further information, please contact at:

- ❖ Dean (UGS): dugs@bitmesra.ac.in
- ❖ Dean (PGS): dpgs@bitmesra.ac.in
- ❖ Director (IQAC): dir.iqac@bitmesra.ac.in

Dean (UGS)

Dean (PGS)

Registrar