



SOP FOR MENTORSHIP

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/58

Issue Date: 01/06/2023

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Objective: To elaborate the procedure for Mentorship.

Responsibility:

- All the Mentees
- Heads of the respective Departments.
- Mentors

Procedure:

Sl	Activities	Responsibility	Target days
1.	Allocation of mentees to the Mentors	HoDs and Mentors	1st week of August
2.	Categorizing the mentees based on the SWOT analysis and motivating them based on their levels.	Mentors	1st week of August
3.	Monitoring the Mentees discipline.	Mentors	Daily Basis
4.	Conducting Mentors Mentee meeting to counsel and to motivate the mentees.	Mentors	Daily Basis
5.	Conducting the Mentors ward meeting to know the work progress and their involvement with their academics.	Mentors	Daily Basis
6.	Recording 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	Daily 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

PREPARED BY	REVIEWED BY	APPROVED & ISSUED BY
EOMS Team member	EOMS Team Leader	PRINCIPAL



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Sl.No	Activities	Responsibility	Target days
10.	Maintaining the mentee record and mentee database.	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 80% to meet HoD.	Mentors, HoDs	1st Friday of every month
13.	Collecting mentee leave forms, OD form and extra-curricular & Co-curricular participation certificates	Mentors	Daily Basis
14.	Monitoring the Speakers Corner activity of the wards. Based on their performance they should be trained and motivated.	Mentors, Speakers Corner In Charge	Daily Basis
15.	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
16.	Providing On Duty to participate in the workshops, Symposiums and other activities after proper verification.	Mentors	Daily Basis
17.	Preparing the schedule to take seminar on what they have learnt from the events participated.	Mentors	Within two days after the event
18.	If the mentees have any grievances regarding their subjects, it shall be discussed with the respective Mentors.	Mentors, HoD	Timely Basis
19.	Intimating all the parents regarding the Academic Review Meeting (ARM).	Mentors	One week before the meeting.

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20.	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
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21.	Preparing result analysis for Internal Test and End Semester exams.	Mentors, HoDs	After 4 days from the test/ Exam completion date.
22.	Sending internal test marks and End Semester examination marks to parents	Mentors	After five days from the test completion date.
23.	Sending Appreciation letters to the parents of those who have secured top 5 ranks in the end semester examination.	Mentors, HoDs	After two days of result announcement
24.	Forming groups for placement related activities to train themselves.	Mentors	As and when needed
25.	Preparing schedule and formation of team for Mini - projects	Mentors, HoD	One week after commencement of Classes
26.	Arranging one day trip for the mentees to strengthen the Mentor Mentee relationship and build a rapport.	Mentors	Once / Twice in a semester

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