



SAVEETHA

INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES

(Deemed to be University under Section 3 of UGC Act 1956 with
Tuition Fee No. F-9 (2002) J.S. dated 18.03.2005 at Government standard)

Accredited by
NAAC
A
Grade

SAVEETHA INSTITUTE OF MEDICAL AND TECHNICAL SCIENCES

MENTORING POLICY

Saveetha Institute Of Medical And Technical Sciences (SIMATS) has one of the best student mentoring systems across the country which has highlights of personalised guidance which is aimed to motivate students to excel in the curricular and co-curricular activities. The daily performance of the mentees is closely monitored and the report is communicated to parents every week. Each mentor is able to give very personalised training to each of their mentees, providing an effective learning environment. Mentors serve as positive role models, who care for the welfare of the mentee.

PRINCIPLES OF THE MENTOR POLICY

1. Mentor mentee system helps efficiently in tracking the mentees performance on curricular, co-curricular and extra-curricular aspects.
2. Mentoring helps mentee in effective career development.
3. Mentors re-inforce mentees' success and challenge them to perform better.
4. Mentors provide psychological support and additional care to mentees with low academic performance.
5. Mentor- Parent communication helps in effective mentee's progress.
6. Mentors are identified based on their willingness to be a good mentor.

QUALITIES TO BE A MENTOR

1. Mentor should be a good listener
2. Should be able to communicate well with the student and the parent
3. Should be a role model
4. Should be able to motivate the students.


Dr. SHEEJA S VARGHESE, M.D.S.,
REGISTRAR (Academics)
SAVEETHA INSTITUTE OF MEDICAL AND
TECHNICAL SCIENCES
(DEEMED TO BE UNIVERSITY)
162, POONAMALLEE HIGH ROAD,
CHENNAI - 600077

162, Poonamallee High Road, Chennai - 600 077
Ph: +91-44-2680 1580 Fax: +91-44-2680 0892
Website: www.saveetha.com

RESPONSIBILITIES OF MENTOR

1. Mentors are the first point of contact between the parent and the institution regarding the mentee's academic and administrative aspects.
2. Each mentor should give one to one interaction with the mentee at least once in a week, preferably on a daily basis.
3. Goals to be achieved for a week are fixed at the beginning and the mentor identifies mentees deficiency accordingly, guides and motivates them.
4. Mentor will send 'Gurupadigam' which is an individualised report communicated to parents on weekly basis about mentees Attendance, Academic , Research,co-curricular and extra-curricular progress.
5. Mentors should collect academic and attendance reports from respective subjects incharge/Batch incharge.
6. Mentors will be informed in case of disciplinary issues about mentees code of conduct.
7. Mentors emphasise the importance of attendance and its consequences in exams.
8. Parent meetings are conducted periodically at least 3 times a year to report on mentees academic progress.

RESPONSIBILITIES OF MENTEE

1. Mentee should interact with mentor on regular Basis
2. Mentee should follow the advice and guidance provided by the mentor
3. Mentee should share details of their achievements in curricular , co-curricular and extra-curricular activities to the mentor.

RESPONSIBILITIES OF HEAD OF THE DEPARTMENT

1. The Head of the Department should allocate mentors for every student.
2. They should monitor the effective running of mentor mentee systems and sending of Gurupadigam reports.
3. Periodically update the Head of the Institution.


Dr. SHREEJA S VARGHESE, M.D.S.
REGISTRAR (Academics)
SAVEETHA INSTITUTE OF MEDICAL AND
TECHNICAL SCIENCES
(DEEMED TO BE UNIVERSITY)
162, POONAMALLEE HIGH ROAD,
CHENNAI - 600077.