**Role & Responsibilities of Mentor**

Department shall assign one mentor on maximum 20 students. Mentor is responsible to hand hold student during their entire journey of the program. Following are the responsibilities of the mentor:

* Communicating the mentee about all the academic and administrative processes of the university in the beginning of first semester and from time to time
* Communicating the departmental / University directives & information to the mentees
* Ensuring his/her course registration being done as per **Promotion Policy of the University** and maximum credit limit of the program**(kindly refer to the University Promotion Policy& Academic Regulations)**
* Keeping record of his/her attendance record and academic performance through regular interactions and meetings with subject faculties and connecting with parents on weekly basis for the defaulters.
* Providing attendance & performance records of all the mentee students to Head of the Department/ Coordinator for the review process, whenever desired
* Conducting meetings every fortnight with mentees, understanding the challenges they are facing, resolving their issues and communicating with the concerned authority wherever required.
* Connecting with parents in case he/she is absent from classes for more than three days.
* Informing parents about the performance of their ward from time to time
* Counseling the mentee while opting for elective courses or opting courses through MOOCs
* Counseling the mentee for placement and career progression
* Maintaining record of student progression by keeping details of his/her results.
* Maintaining record of the clan points of mentees and hard copies of all the relevant documents/certificate/research papers etc.
* Maintaining record of medical cases (medical certificates, prescriptions & any other evidence if applicable) and getting it approved from the concerned authority within the defined time frame.

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**Roles & Responsibilities of Course Coordinator**

Department must assign Course Coordinator for every course. If a Course is being delivered in one section only then the faculty teaching that particular course is the course coordinator. A programme having multiple sections/ being delivered in multiple programs and is delivered by more than one faculty; an experienced senior faculty shall be assigned the responsibility of Course coordinator. Following are the responsibilities of course coordinator:

* Plan and design the session plan in consultation with faculty members teaching the same course.
* Decide in concurrence with fellow course instructors the Course assessment plan, the syllabus for mid-term exam, structure of examination papers, BT Level and detailed rubrics for all the assessments in the beginning of course
* Finalizing the list of Projects/Case studies etc. in consultation with all the fellow course instructors in case course is to be delivered in PBL Mode
* Designing the list of activities for delivery of course through interactive pedagogies
* Designate faculty members, delivering the course, for preparation of course material and uploading on ERP
* Uploading the session plan and course material on ERP and get it reviewed by Departmental Review Committee
* Holding meetings of course instructors to monitor uniform progress of course, which includes course covered in Lectures, Tutorial sheets, Continuous assessment and Lab work done.
* Providing question paper for Mid Term and End Term examinations to the examination cell as per examination schedule
* Collating student’s performance in all the assessments on regular basis, analyzing their performance and taking corrective measures wherever required.
* In case any faculty leaves the university in the middle of the semester, it is the responsibility of course coordinator to collect all the assessment records from the concerned faculty. In case the concerned faculty himself or herself is the course coordinator then all assessments shall be submitted with Head of the department before getting relieved from duties.

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**Standard Operating Procedure for Maintaining Attendance Record and uploading it on ERP**

* Faculty must maintain the attendance record of the students for his/her subject in hard copy and upload the attendance on ERP on daily basis within 24 hours of the conduct of class
* In case, faculty is unable to mark the attendance within 24hrs that slot in faculty time table will get freeze on ERP and can unfreeze only on special request to Dean Academics (with the approval of Head & dean of School) within next 3 working days. No such requests will be entertained thereafter.
* It is the responsibility of a faculty to adjust his/her classes before proceeding on any kind of leave. In case faculty has to go on leave due to some emergency, HoD must be informed about the reason and department time table coordinator must make necessary arrangements and shall ensure that no class should go unadjusted.
* Faculty must either exchange his/her class with other subject teachers in advance or after joining back from leave or may schedule an extra lecture if adjustment is not possible. This will avoid academic loss of the students in that particular subject and session plan is also being followed properly for course coverage.
* In case of faculty is taking leave, the concerned faculty can mark attendance on ERP from home as well for the lecture adjusted by another faculty member.
* While keeping attendance record of students in hard, faculty must be vigilant about the regular defaulters and those who are absent continuously for three days. Mentor shall be informed about such case for further action.
* It is the responsibility of the faculty to keep students informed about their attendance status from time to time and if required can connect directly with parents for their information and corrective action.
* Maintaining attendance record in hard copy and marking absentees with red color helps in easily identifying the regular defaulters.

Such small initiatives will help in reducing number of detentions, improving university discipline, academic processes and student’s performance as well.

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