

**NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY,  
PHARMACY INSTITUTE, GREATER NOIDA**

Date: 04/03/14

**Institute Policy For Mentoring System**

The mentoring system of the Pharmacy Institute has been developed for the students to provide professional guidance, career advancement and course work specific, laboratory specific and all-round development. All the faculty members are asked to follow the guidelines are as bellows:

- A Specified Performa referred to as Students Performance Report (SPR)
- Maximum 25 students per mentor are allotted
- Discussion of issues both academic and non academic with the students
- Conduct meeting twice in a month during the end of practical classes or lunch break or in nonteaching periods on Saturdays or in a period specified in time table.
- Availability of mentors by means of social media and contact numbers and e-mail IDs.
- The faculty members need to change their role as mentioned below as the students advances along the programme of study.

**Role of Mentors to 1<sup>st</sup> year students:**

The mentors of first year students have to ensure that:

- i. The students should know about the vision and mission of the Institute.
- ii. The students should maintain at least 75% attendance in the class.
- iii. The students should be comfortable and at ease as some of them are staying away from their parents for the first time.
- iv. The students should not be ragged.
- v. Weaker students should receive special attention and should never be demotivated. They should attend the non credit course of spoken English conducted by Pharmacy Institute to improve their communication skills.
- vi. All students should maintain discipline.

**Role of Mentors to 2<sup>nd</sup> year students:**

The mentors of second year students have to ensure that:

- i. The students should not involve in ragging or any sort of indisciplinary action.
- ii. The students should maintain at least 75% attendance in the class.
- iii. Students with backlog papers should receive special attention and should not be demotivated. Special classes after the class hours are conducted for weaker students.
- iv. The students should take part in academic and co-curricular activities organized by the Institute.

**Role of Mentors to 3<sup>rd</sup> year students:**

The mentors of third year students have to ensure that:

- i. The students should not involve in ragging or any sort of indisciplinary act.
- ii. The students should maintain at least 75% attendance in the class.
- iii. Students with backlog papers should receive special attention and should not be demotivated. Special classes after the class hours are conducted for weaker students.
- iv. The students should be made aware of various competitive exams and motivated to prepare for them.
- v. The students should be encouraged to go for hospital training and industrial training.

**Role of Mentors to 4<sup>th</sup> year students:**

The mentors of fourth year students have to ensure that:

- i. The students should not involve in ragging or any sort of indisciplinary act.
- ii. The students should maintain at least 75% attendance in the class.
- iii. Students with backlog papers should receive special attention and should not be demotivated. Special classes after the class hours are conducted for weaker students.
- iv. The students should be encouraged to appear in competitive exams and campus interviews and special training as when arranged by PFS.

  
**Dr. A. Mazumder**  
(Director)

Copy to :

- Hon'ble MD/AMD for kind information pl.
- All HODs
- All faculty members/mentors
- Registrar for record

