

### **2.3.3 Ratio of students to Mentor for Academic and other related issues**

**SOP – Mentor Mentee  
(Tutor Ward Interaction)**

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# CHAPTER FIVE

*'One looks back with appreciation to the brilliant teachers, but with gratitude to those who touched our human feelings. The curriculum is so much necessary raw material, but warmth is the vital element for the growing plant and for the soul of the child'.*

Carl Jung

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## TUTOR

### 5.1 THE ROLE OF A TUTOR

1. A knowledgeable guide for wards (students).
2. A thoughtful facilitator who provides access to people and resources.
3. A role model and advocate

### 5.2 SPECIFIC RESPONSIBILITIES

Tutors shall

- a) Understand and abide by all Rathinam Institutions policies.
- b) Serve as a positive academic and social role model.
- c) Educate wards about various resources and student services available at Rathinam.
- d) Maintain confidentiality with any shared information.
- e) Coordinate and facilitate social and educational programs as desired or needed.
- f) Act as Philosopher, Guide and Role model to the students; however they are expected to maintain a professional rapport with wards.
- g) Discuss any concerns about wards to the Class Advisor and Head of Department. Identify the problems earlier and make necessary arrangement for referral to higher authorities.
- h) Motivate students to show interest and learn the most.
- i) Be prepared to clarify the doubts of students, if any, at any time.
- j) Schedule special counseling hours every week and display it well in advance.
- k) Treat students with respect, and teach them to treat others with respect.
- l) Motivate and help students to do minor educational projects in related area / topics (suggested by the faculty member or chosen by the Student himself / herself), so that their analytical and self-learning skills improve.
- m) Feel comfortable with exceptional learners, slow learners and learners with diverse needs.
- n) Handle gently but firmly, any misbehavior of students and weed out the cause.
- o) Advise the students and insist the importance of conservation of Energy and Water and use them without wastage.
- p) Participate in and complete all other duties as assigned.
- q) Maintain proctorial cards (profile) of students assigned to them.
- r) Contact his/her parent immediately through phone and call them for meeting, in case of misconduct or misbehavior of any student, if required.
- s) Maintain a "Parent Meet Register" in the department.
- t) Update the contact details of ward in the ERP, whenever there is change.

- u) The tutor has to discuss the following during tutor – ward one-to-one interaction
  - i) Academic Issues
  - ii) Attendance / Remedy
  - iii) Sports/Extracurricular
  - iv) Cocurricular
  - v) Bank / Loan Scholarship
  - vi) Fee Payments
  - vii) Personal / Any other

### **5.3 TUTOR WARD MEETING**

- a) Tutors shall conduct Tutor Ward meeting to discuss about students' academic, attendance and disciplinary activities and other. The meeting should be conducted one-to-one (face-to-face interaction)
- b) Minutes of these meetings (**ANNEXURE 5.1**) should be document and a copy of the same should be submitted to the Principal on the following Monday or Report generated from ERP as soft copy.
- c) Tutors will counsel the students' issues related to academics and personal.
- d) Monthly reports in the prescribed format (**ANNEXURE 5.2**) shall be submitted to the Principal through HOD or Report generated from ERP as soft copy.
- e) Tutor has to enter the tutor-ward interaction particulars in ERP,

### **5.4 FILES TO BE MAINTAINED BY THE TUTOR**

1. Tutor-Ward Meeting and Minutes
  2. Monthly Report
  3. Parent Call Register
  4. Student Details
  5. Student Proctorial Cards
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Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

### **MINUTES OF THE TUTOR WARD MEETING (one-to-one interaction)**

**ACADEMIC WEEK No. :**

**Tutor Name :**

**Year/Department:**

**Date :**

**Time :**

**Name of the Ward:**

**Issues Discussed:**

i) Academic Issues

ii) Attendance / Remedy

iii) Sports/Extracurricular

iv) Cocurricular

v) Bank / Loan Scholarship

vi) Fee Payments

vii) Personal / Any other

**Signature of the Ward**

**Signature of the Tutor**



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Tutor Monthly Report

Name of the Tutor :

Class :

Report for the Month :

Number of Wards Assigned :

Number of Wards Interacted during the Month :

S.No	Name of the Ward	Date Interacted	Issues Discussed	Action Taken	Signature of the Ward

Tutor

HOD

Principal