



Shri Ram College

An Autonomous College with A++ Grade by NAAC

Approved by UGC, AICTE, NCTE and Affiliated to MS University, Saharanpur
Muzaffarnagar - 251001, NCR (U.P.)

Date:16/01/2026

MENTOR-MENTEE PROCESS

ACTION TAKEN REPORT

The Mentor-Mentee System was implemented in the college with the objective of providing academic guidance, personal counselling, career guidance, and continuous support to students. Faculty members were assigned as mentors to groups of students, and regular interaction was maintained to monitor their academic and overall progress.

Actions Taken

1. **Mentor Allocation:** Faculty members were allotted to groups of students as per the Mentor-Mentee System, and each student was placed under the supervision of a designated mentor.
2. **Regular Interaction:** Mentors conducted periodic meetings with mentees to discuss their academic performance, participation in college activities, and other concerns.
3. **Academic Monitoring:** Students requiring additional academic support were identified and advised regarding regular attendance, study habits, preparation for examinations, and improvement in academic performance.
4. **Personal and Counselling Support:** Mentors provided guidance to students regarding personal, behavioural, and adjustment-related issues and referred serious concerns to the appropriate college authority whenever required.
5. **Attendance Monitoring:** The attendance status of students was reviewed regularly. Students with low attendance were counselled and advised to maintain the required attendance.
6. **Career Guidance:** Students were guided regarding higher education, competitive examinations, skill development, career opportunities, internships, and employment prospects.
7. **Identification of At-Risk Students:** Students facing academic or other difficulties were identified through mentor interactions, and appropriate remedial guidance and follow-up were provided.
8. **Parent/Guardian Communication:** Wherever necessary, mentors communicated with parents/guardians regarding students' academic performance, attendance, or other concerns.

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9. **Student Feedback:** Mentors encouraged students to share their suggestions, difficulties, and expectations so that appropriate measures could be taken by the college.
10. **Follow-up Action:** The progress of students requiring special attention was monitored by mentors, and necessary follow-up was undertaken to ensure improvement.

The Mentor–Mentee System has been implemented effectively in the college. Mentors are advised to maintain regular interaction with their mentees, properly document meetings and actions taken, and ensure continuous follow-up for students requiring additional support. A suggestion box has also been placed at a prominent location in the college, and the concerned authorities monitor the suggestions received and the action taken on them. The college has constituted various student-support committees to address academic, personal, welfare, grievance, career, and other student-related concerns and to provide timely assistance to students.

Student Support Committees and Their Major Areas of Support

S. No.	Committee Name	Major Area of Support
1	National Task Force (For Mentoring & Psychological & Medical Issues)	Mentoring support, psychological counselling, medical assistance, and referral of students requiring specialised support.
2	Training & Placement Cell	Career guidance, training, internships, placement assistance, and employability development.
3	Internal Complaint Committee	Addressing complaints related to sexual harassment and promoting a safe and respectful campus environment.
4	Student Welfare Committee	Student welfare, support services, and assistance in matters affecting students' well-being.
5	Students' Grievance Redressal Cell	Receiving, examining, and resolving students' academic, administrative, and other grievances.



6	Scholarship Committee	Guidance and assistance regarding scholarships, eligibility, documentation, and related student support.
7	Equal Opportunity Cell	Promoting equal opportunities and supporting students from disadvantaged or underrepresented groups.
8	Institutional Innovation Cell	Promoting innovation, creativity, problem-solving, entrepreneurship, and student participation in innovative activities.


Principal