REF.NO.: KMIPS/8875/2026 Dt:25.05.2026

MENTOR-MENTEE CELL

Kanak Manjari Institute of Pharmaceutical Sciences, Rourkela is committed to enabling learners to access support mechanisms to meet their academic needs. This policy applies to all mentors and mentees who take part in the programme. It aims to ensure that learners have the opportunity to work with a mentor who will offer support and guidance on academic issues. Thus, a personal relationship is created for a better understanding of the student's aspirations, strengths, and weaknesses. The Institute is committed to regularly reviewing the effectiveness of the Mentoring Policy and procedures and making adjustments as and when necessary in response to the needs of those involved.

Responsibilities of a Mentor:

1. Each student is to be allocated a faculty mentor at the time of admission.
2. A mentor will provide support to 25 mentees.
3. Mentors organize a class-wise meeting of mentees at the beginning of the semester.
4. The mentors should try to understand their mentees and help their mentees settle well in the new environment.
5. The mentor will act as a guide, coach, and role model for the trainee.
6. The mentor should interact periodically with the trainee to review the experience gained and set objectives for the next period.
7. The mentor will play a critical role in the mentees' Internship and Placements by helping them prepare for the professional competence programme.
8. All mentors should keep a confidential datasheet about their students which records a report of mentoring done by the teachers.
9. They motivate the students to enroll in certificate courses and online courses offered by NPTEL and MOOC.
10. They promote the use of e-resources in the library.

Responsibilities of Mentee:

1. Mentees should be regular and punctual during meetings with the mentor.
2. They must adhere to the Mentoring Programme procedures.
3. They must attend training as directed by the mentor.

Sl. No.	MENTOR NAME	Designation	MOBILE NO
1	Prof. (Dr.) Bhupen Chandra Behera	Principal, Member	9438868719
2	Prof. (Dr.) Manoj Kumar Dalai	Professor, Chairperson	7978535128
3	Prof. (Dr.) Subhashree Sahoo	Professor, Member	9861376820
4	Prof. (Dr.) Prakash Kumar Palai	Professor, Member	9861376821
5	Miss. Sarojini Nayak	Associate Professor, Member	8249882542

4.It is mandatory for the students to fill out their mentoring workbooks during the mentoring sessions.
5. Mentees should not initiate any discussions related to infrastructure and facilities as it is not a medium for complaints.
6. Mentees should maintain a healthy relationship with the mentors.
7. Mentees should meet with their respective mentors at least once a month.
8. The Mentees can share their aims, aspirations, thoughts, concerns, and feelings related to academics and social activities of their free will.

25.05.26

Principal
Principal
Kanak Manjari Institute of Pharmaceutical Sciences
Chhend, Rourkela-15