



**STANDARD OPERATING PROCEDURE FOR CAMPUS MENTORS**  
**IN JAIN COLLEGE OF ENGINEERING**

**General**

1. The Jain College of Engineering runs graduate courses in five disciplines of Engineering as well as post graduate courses in Engineering, MBA and MCA under the Visvesvaraya Technological University. The College has a strength of over 2000 students in all disciplines of engineering. There are two batches of students starting at 8.30 am and 10.40 am. Eight to ten buses bring about 35% of the students while the rest of the students come to college in other modes of transport.

**Aim**

2. To maintain campus discipline.

**Concept of Campus Mentoring.**

3. To ensure punctuality and campus decorum.

**Campus Mentors.**

3. Faculty and staff members will be detailed by respective Heads of Departments to be on campus duty as specified in subsequent paragraphs

**Tasks of campus Mentors**

4. Campus mentors duties are envisaged as under:

- (a) To prevent loitering by students.
- (b) To ensure that students move to classrooms and laboratories at appropriate timings
- (c) To provide assistance to students, newcomers as well as parents coming to visit the college.
- (d) To regulate movement and precautions during COVID 19 warning periods.
- (e) To report to the Administrator any untoward incidents in the campus.
- (f) To monitor college bus arrivals and departure and report delays.

5. **Duty Timings:** The timings will be as under on all week days except Saturday. On Saturday the duty will terminate at 1.00 pm.

- (a) 8.25 to 8.50 am
- (b) 10.20 to 10.40 am
- (c) 12.25 to 1.00 pm
- (d) 2.15 to 2.45 pm




6. **Areas of Operation:** The campus mentors will be found moving in the following areas.

- (a) Area between main gate and A building portico..
- (b) Shops complex opposite main car parking area near B building.
- (c) Ganesh mandir and upto C building.
- (d) Area between A and B building including amphitheatre.

7. **Detailment:** The Faculty and staff will be detailed each week by Dean Academics and published accordingly to departments at least one week prior. A register will be maintained by the Dean to maintain and record the duties.

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Dr. J. Shivakumar  
Principal and Director

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