

Terms of Reference for Resident Mentor

The Resident Mentor will facilitate campus student life and manage residential student life issues. He/she will reside on campus and will be provided with free housing. He/she will live by the code of ethics of the college and serve as a positive role model for the students. He/she will be assisted by the Resident Assistants.

The roles and responsibilities of the Resident Mentor include but are not limited to the following:

1. Assist the Registrar in all key areas of student services
2. Serve as a liaison between the resident students and the management/administration
3. Participate/assist in the student orientation & leadership workshops, and other events
4. Supervise the Student Residence Assistants
5. Assist the Registrar in developing, implementing, monitoring and evaluating procedures and policies for admissions and registration
6. Supervise and monitor the cleanliness of the residence halls and the surroundings. He/she will be responsible for the coordinating/following up on maintenance and repair works in residence halls
7. Visit the residence halls regularly to inspect facilities/services and check on any type of vandalism and take prompt actions
8. Advise and assist the students in conducting various extra-curricular and other activities in the residence halls. This includes helping organize sporting, social and other activities
9. Observe the policies of the college and accordingly inform and educate the residents of the college rules and regulations
10. Refer individual residents in violation of college rules and regulations to the concerned authorities
11. Identify and assist residents with personal, social, academic, or health related concerns with the help from the Resident Assistants and refer to appropriate persons for help - counsellor, faculty advisor, etc.

12. Support and resolve issues such as room-mate conflict etc. Also help students with depression, alcohol and drug related problems when possible or refer to the counselor
13. Serve as a concerned, non-judgmental advisor to solve residential problems
14. Facilitate to maintain a positive living environment in the residence halls which is conducive to the academic achievement and social growth of its residents
15. Create an atmosphere of community in which people respect each other's rights, property and sensibilities
16. Serve as the mess Incharge. Look after the overall functioning of the Mess. (Billing, service etc)
17. Remind students from time to time on the Residence Hall codes of conduct particularly the observation of 'quiet hours' and movement of students and vehicles
18. Work closely with the security guards on night duty in terms of getting information on student ID cards, late arrivals and accordingly take actions as per the college residence rules
19. Carry out the handing/taking over of the residence rooms and its facilities as soon as the students move in and out of the halls
20. Residence Mentors will be responsible for the allocation/allotment of residence hall seats in coordination with concerned officials
22. The Female Mentor will also help the Asst. SSO with admission and maintenance of student records
23. Any other tasks as and when assigned