CENTRE *for* CAREER PLANNING *and* COUNSELLING
University of Kashmir
(NAAC Accredited Grade A+)

Eligibility, Terms and Conditions, and Roles and Responsibilities for Academic Mentos

1. *Eligibility Criteria*: The candidate must have appeared in the UPSC civil services MAINS examination more than once or must have appeared once and qualified the same.

2. **Selection process:** it will consist of shortlisting (if needed) based on success record in UPSC-CSE examination components and prior experience which will be followed by an interview

3. **Terms and conditions**
   – Salary: Rs. 50,000/- per month.
   – Mentors will be provided accommodation in the hostel.
   – Candidate must possess strong communication skills, empathy, patience, and a commitment to student welfare.
   – The candidate must not, at the time of joining the Centre, be engaged either as a coach/mentor/administrator at any UPSC/JKPSC civil services coaching academy or must not be engaged in similar activities at any other institution.
   – Experience should pertain to main classwork & will exclude experience gained in paper checking or content creation.

4. **Roles and Responsibilities**: The roles and responsibilities of the academic mentors shall include, but would not be limited to the following:
   i. *Student Monitoring and Guidance*
      o Monitoring student's academic progress and providing personalized mentoring, guidance, and counseling.
      o Identifying student's weaknesses and addressing individual issues with specialized solutions.
      o Ensuring personalized attention to each student's academic and personal challenges.
      o Helping students with academic-related inquiries and issues.
      o Providing post-exam guidance for interview
   ii. *Academic Activities*
      o Conducting or coordinating practice and mock tests.
      o Organizing and arranging lectures and guest seminars.
      o Conducting and arranging mock interviews.
      o Assisting in developing and updating study materials in collaboration with the hired academy.
      o Assisting in organizing academic events, seminars, and workshops.
      o Facilitating communication between students and faculty.
   iii. *Resource Management*
      o Managing the distribution of academic materials and resources.
      o Ensuring the availability of necessary equipment and supplies for classes and exams.
      o Maintaining the organization and functionality of academic facilities such as libraries and study halls.
      o Addressing and resolving issues related to the library, hostel, and internet facilities.
      o Maintaining discipline and harmony among students.
   iv. *Technical Support*
      o Provide technical support for online learning platforms and tools.
      o Assist in setting up and maintaining academic software and hardware.
   v. *Monitoring and Evaluation*
      o Regular Reporting: Submit regular reports on activities and student progress.

- o Gathering student feedback on various academy-related components, such as teaching, materials, test series, and other aspects. Additionally, provide their assessment and feedback on these parameters of the academy.

Sd.
Director CCPC
Prof Nazir A Dar