

NOTIFICATION NO. KU/POL./2021/003

Date: 4th October 2021

**Subject: Karnavati University – Mentor - Mentee Policy
(Issue 01 Revision 00)**

Karnavati University hereby notifies ‘Mentor-Mentee Policy’ as appended herewith.
The policy shall be applicable to the teaching employees (hereinafter referred to as “mentors”) and students (hereinafter referred to as “mentees”) of all the constituent Institutes.

This Policy comes into immediate effect.


Tariq Ali Saiyed
Registrar



Enclosed:

1. Mentor-Mentee Policy
2. Student Mentoring Form (Annexure A)
3. Mentor Feedback Form (Annexure B)



Mentor-Mentee Policy

Policy Title	Mentor-Mentee Policy
Key Stakeholders	Teaching Employee, Students
Approved on	4 th October 2021
Date Effective	5 th October 2021
Next Version	
Relevant Policies	
Relevant Committees	IQAC Academic Monitoring Committee
Related guidelines	

1. Short Title

This policy shall be called “*Mentor- Mentee Policy*”.

2. Scope

The policy shall be applicable to the teaching employees (hereinafter referred as “**mentor**”) and students (hereinafter referred as “**mentee**”) of all the constituent Institutes.

3. Objective

The objective of this policy is:

- a. To provide a support and a congenial learning environment to the students, to ensure that they excel in academics and professionally up to their Potential.
- b. To provide a platform to the students for sharing their academic and non-academic problems.
- c. To observe/track the progress of the student.
- d. To identify the slow/weak students and facilitate them.
- e. To provide the required assistance to the weak students.
- f. To foster a higher degree of professional responsibility.

4. Procedure for Mentoring

Step- I Orientation of the Mentors

- a. Before the commencement of every academic semester, the mentors shall be oriented, sensitized regarding the importance of mentoring, which shall include the training of the mentors and do’s and don’ts of this process.
- b. The mentoring process shall be considered as a part of the professional duty of the teaching employee.
- c. A senior teaching employee shall be appointed by the Dean of the Institute, who may coordinate in orientation of the mentoring process (hereinafter referred to as “**Mentor-Mentee Coordinator**”).

Step-II Allocation of students to the Mentors

- a. The Mentor- Mentee Coordinator of constituent institute shall assign a group of students (number of students shall be determined by the concerned institute) to an individual mentor.
- b. Preferably they shall be the mentor for that group during their entire academic course at Karnavati University.

Step-III Mentoring form and Preliminary Round

- a. Once the group has been allocated to the mentor, he/she shall plan for a preliminary mentoring round in the first week of the semester and inform the group about the same. The mentors shall receive a **Form - 1** (Student mentoring form - **Annexure A**) filled by the mentees which shall indicate the academic progress, behavioural aspect, attendance and all-round development of the mentees, whichever is applicable. The mentor shall keep a record of the same.
- b. Thereafter, the mentors shall interact with the mentees and fill in the remarks on the said Form-1, which shall identify the mentees in the academic categories, i.e. slow learner, advanced learner. Depending upon the academic category each mentee shall receive guidance.

Step-IV Subsequent round of mentoring

- a. The subsequent round of mentoring shall be scheduled after the results of mid-Semester examinations are declared with the purpose of reviewing and monitoring the academic performance of the students.
- b. Two (2) mentoring sessions shall be arranged in a semester i.e . at the time of commencement of the every academic semester and after the results of the every mid-semester
- c. The mentors shall maintain a file for recording the progress of each student and update the same from time to time.

Step-V Analysis

All the mentoring reports shall be submitted to the Head of the Department of the respective program/course, they shall take all necessary actions, and if required shall inform the Dean of institute about the same.

Step-VI Assessment of the mentors

The feedback form shall be filled in every semester by the mentees. (Mentor feedback **Form - 2 Annexure B**)

5. Responsibilities of the Dean of the Institute

- a. The Dean of the institute shall appoint the Mentor - mentee coordinator at the institute, who shall be reviewing and monitoring the mentoring process.
- b. They shall monitor the mentoring process of all the program/courses offered in that institute.
- c. They shall review the policy on a periodic interval.

6. Responsibilities of the Mentor - Mentee Coordinator

- a. An institutional level Mentor - Mentee coordinator shall be appointed by the Dean of the Institute to monitor and review the mentoring process.
- b. They shall be in constant touch with all the Mentors.
- c. They shall collect the review and feedback form from all the mentors and prepare a summary report accordingly.
- d. They shall provide the mentoring report to the academic monitoring Committee.
- e. They may guide the mentors if required, in consultation with the Dean of Institute.
- f. They shall organize training/workshops for the mentors regularly.

7. Amendment and Revision of this policy

This policy is subject to periodic review, where it can be modified, revised and amended as per the needs and requirements of the concerned institution as per the recommendation of IQAC.

7. Confidentiality

All the documents related to the Mentoring process and the Mentoring report (including the forms mentioned above) considered under this policy herein shall be kept confidential. The document can only be accessed by the authorized employees of the university, and shall not be considered a public document.

ANNEXURE A**Student Mentoring Form (1)**

	Karnavati University Student mentoring Form	Student Photograph
A	Basic Information	
1.	Name	
2.	Sex (Male/female)	
3.	Date of birth	
4.	Roll/enrolment number	
5.	Programme enrolled and current semester	
6.	E-mail	
7.	Phone Number (Personal and of guardian)	
8.	Residential Address	

	Karnavati University Student mentoring Form	Student Photograph
9.	Permanent Address	
10.	First language of student	
11.	Medium of instruction in 10+2	
12.	Last college/school attended	
13.	Rank in qualifying /competitive exam (if applicable)	
14.	Percentage obtained in 10+2	
15.	Hobbies and interests	
16.	Awards and achievements	
17.	Academic record and marks in last semester	

B	Type of Difficulty faced (choose the relevant area)	
1	Poor Performance in Examination	
2	Attendance issue	
3	Course registration	
4	Difficulty in specific subject	
5	Difficulty in Assignments	
6	Problem in Communication	
7	Career decision making issues	
8	Exam UFM	
9	Personal issues	
10	Any other (specify please)	
C	Mentor's Remark/s	
	Name of mentor	
	Date of mentoring	
	Mentoring meeting information	

	Academic Category of the student	
	General finding about the student (attendance/appearance/attitude)	
	Problem of the student (description)	
	Category of problem (Academic, personal or any other)	
	Suggestions to the student	
	Date of next meeting	
	Sign of mentor	

ANNEXURE B**Mentor Feedback Form (2)***(To be filled by the respective mentee [student])*

Mentor's Name _____

Please tick (✓) one relevant response against each question. Please do not mark questions, if

(a) You are not clear about your response, or (b) the question is not relevant or unclear.

Sr. No.	Description	Please mark				
		Strongly agree	Agree	Neutral	Disagree	Strongly disagree
		5	4	3	2	1
1	Mentor took active interest in the mentoring process					
2	Mentor contributed to our development					

3	Mentor provided the required support and help in adjusting at institute					
4	Mentor Enhanced our skill					
5	Mentor provided helpful feedback					
6	Mentor provided individual attention					
7	Mentor makes us comfortable					
8	What should be the frequency of meetings in the mentoring process?					

9	Write open ended comments:
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