



**Shobhit  
University**

EDUCATION EMPOWERS

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## **Mentor-Mentee Policy**

Shobhit University, Gangoh is committed to create and maintain an environment of excellence in education through technological advancements, effective pedagogy and methods of evaluation and enabling students to access support systems to meet their academic needs. It ensures that learners can work with a mentor who offers support and guidance on emotional, social and academic issues. Henceforth, a supportive relationship is created for better understanding of the student's ambitions, strengths and weaknesses. The university is committed to assessing the effectiveness of the Learning Mentor Policy and procedures and making necessary adjustments in response to the needs of those involved.

This Policy is encouraged by the following principles:

1. Learners must be assisted to achieve their potential at university, in an environment where their general well-being is gratified.
2. To assist and develop Behavior, Attitude, Skills, Integrity, Competencies and Service vital for a healthy and positive life.
3. Learners who are at-risk of failure in academics will have the opportunity to work with a mentor who will conduct remedial classes as a means of encountering the academic issues.
4. To provide holistic services and help students to become self-reliant and confident.
5. To assist students in building life skills through value-based education and service-oriented programs.
6. There is an assessment process for evaluating the effectiveness of mentors-mentee relationship and also to identify possible obstacles.
7. Sharing Information of the mentee- In case the mentor leaves. The information about the mentee is shared with the new mentor.

### **Responsibilities of a Mentor:**

- Each students is allocated a faculty mentor
- A mentor will provide support to 15-20 mentees.
- The mentors should try to apprehend their mentees and help them resolve issues related their surroundings.
- The mentors should identify students with academics, behavioral and emotional issues, and should send them for counselling to the Counselling Cell.
- The mentors should motivate students to participate in extracurricular activities, to promote healthy behaviors (maintain discipline, as howling and whistling in the university premises is prohibited).
- The mentors are expected to maintain a professional relationship with the students (no personal relationships should be encouraged).

- The mentor acts as a coach and guide for the trainee. The mentor plays a critical role in the trainee' Internship and placements by preparing them in professional aptitudes.
- Mentors should maintain confidentiality with regard to the student's report.
- The student's report should be regularly assessed by Coordinators, Dean, Directors and Parents.

#### **Responsibilities of a Mentee:**

- It is mandatory for the students to fill their mentoring form during the mentoring sessions.
- Mentee should maintain a healthy relationship with the mentors.
- Mentees should meet with their respective mentors at least once in a month.
- The Mentees can share their aims, aspirations, thoughts, concerns, and feelings related to academics and social activities with their free will.



(Registrar)