



# PRESIDENCY UNIVERSITY

(Established under the Presidency University Act, 2013 of the Karnataka Act 41 of 2013)

## GUIDELINES ON MENTORING [MENTOR-MENTEE PROGRAM]

**November 2019  
[Version 1.0]**

[As Approved at the 13th Meeting of BOM and ratified by the BOG at its 13th Meeting, both held on  
November 9, 2019]

  
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## 1.0 Preamble:

The experience of the university life is commonly identified as a move away from the family and home. For many students, it may be the first instance to stay away from family restrictions and living an independent life. It is a transitional period in terms of economic status wherein, students are financially-dependent on the family, but they learn to manage their expenses by staying away from home. These factors bear tremendous changes in the behavioral aspects of students. Also, during this period, they are introduced to a wide range of technical / professional courses under the programs offered to them. At times, this adds to stress and anxiety amongst the students. If all these issues of students' life are dealt effectively and mentored properly, they may be molded as sound professionals as per needs of the Society.

Mentoring is a professional relationship in which the mentor strives to improve the mentee's abilities. Mentoring aids in the development of mentee's communication, interpersonal, and social skills, as well as providing a platform for enhancing a mentee's entire personality. Mentorship requires a commitment by the tenured faculty and administration to facilitate the establishment of mutually-rewarding relationships between mentor and mentee, proactive participation in the different aspects of the mentee's academic and professional life, and continuous evaluation and re-evaluation of goals and achievements. Effective mentorship is a process that blends role modeling, advising and nurturing.

At Presidency University, mentoring is a top focus since it provides students with advice from a faculty member. The institution believes that a student's whole development is essential for preparing them for life. The university community may thrive by establishing and upholding a professional and encouraging environment for its mentees. Effective mentoring is vital for reaching academic and professional greatness. To achieve the aforementioned objectives, this intervention stands out because the students' interpersonal and intrapersonal abilities are monitored and developed with the mentor's guidance and oversight. This unique programme has been named as **The Student Mentorship Programme**.

## 2.0 Scope:

This policy is applicable to all students across the university pursuing different programs. Faculty Mentors shall be identified within the department/school and 30 mentees shall be assigned to each mentor at the beginning of each academic year. These mentors shall continue to be with the selected group of 30 mentees throughout the academic tenure of the mentees across the entire program. The functions of the faculty advisors and frequency of meeting the students, the necessary corrective actions to be initiated and the monitoring mechanism etc., are enumerated below:

  
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### 3.0 Objectives:

- To provide a platform to the students for sharing their problems related to academic and non-academic matters
- To monitor the academic progress of the students
- To identify slow learners, average learners and the advanced learners and to provide them suitable environment to grow and prosper
- To provide interventions and assistance to the students to grab the opportunity for their overall growth and development
- To cultivate higher degree of professional responsibilities and imbibe the values amongst the young students
- To provide an opportunity for overall development of all the students

### 4.0 Appointment of Mentor:

- i) All the faculty members including HOD and the Deans shall be mentors for students admitted to the program of study.
- ii) Respective Heads of the Department, shall allot the students to the mentor and announce the list of mentees allotted at least one week before the starting of the session and shall communicate the same to all concerned.
- iii) As far as possible the students of a particular branch should be provided with the faculty member of the same branch/discipline and the mentor shall continue to be so for a particular mentee, till the completion of the program.
- iv) In case a mentor is on leave for more than a month or the Department is falling short of faculty members, the Faculty Members from The Basic Sciences Department and Humanities (Physics, Chemistry, Mathematics & Languages) shall be allotted for First year students.
- v) The mentoring coordinator would issue the relevant circulars and monitor the execution of the mentoring programme.
- vi) All mentors are provided access to a comprehensive Mentoring Report/consolidated meeting format.
- vii) Once Mentees are assigned to Mentors, they not only fill out the Mentoring Report/Meeting Format, but they also meet on a regular basis to monitor the student's progress, attendance, punctuality and discipline, as well as their overall progress.
- viii) All the Schools/ Department shall maintain the details of the Mentors and 'Mentees' shared by the University Coordinator.
- ix) The respective Department Coordinators/University Coordinator shall brief the Mentors on their roles and responsibilities.

  
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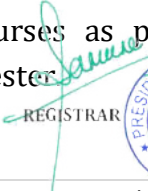

- x) The HODs/Deans shall inform the students about the mentors assigned to each one of them.
- xi) The mentors should attend the training sessions/webinars/seminars on mentoring process as organized by the university.

## 5.0 Role of Mentor:

A Mentor is essential in supporting academic progression and the overall development of students. Strong support for student learning include advising on academics, enabling socialization within the college, and strengthening of attitudes towards learning and support for the overall well-being of the student. The role of a mentor is:

1. Establish a sustained connect with the Mentees, be helpful and encourage them to come up with their problems.
2. Mentor shall be available to the mentees beyond the classroom
3. Engage with the Mentees to identify and understand their strengths and areas of improvement
4. Take regular feedback on Mentees attendance regularity, academic performance, conduct, etc., twice every semester (**Annexure A**) and mentor shall submit the report to the University Mentorship Coordinator on shortfall, if any
5. To maintain the Record of the students' Course Registration, attendance, Credit earned & the grades obtained right through the entire duration of the Program.
6. Counsel Mentees who have been involved in disciplinary issues
7. Keep the Mentoring Coordinator/Class Coordinator/Dean informed of the issues/concerns that require attention
8. Identify Mentees who have attitudinal problems requiring Psychological Counselling and arrange for the same through a professional Psychological Counsellor.
9. Conduct interactive sessions apart from one-to-one sessions to the extent possible
10. Communicate Mentee's concerns about a particular course or other matters to the concerned officials
11. To maintain strict confidentiality on Mentee's concerns that is of personal / sensitive nature
12. Inform the parents of any issue that needs their attention
13. Encourage processes that would encourage in overall growth and development of the Mentee
14. To identify the interest areas and talent of the Mentee and encourage Mentee to pursue the talent
15. To assist the Mentee in Registering for the appropriate courses as per the Programme Regulations/Curriculum at the beginning of each semester

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16. To sensitize the mentee at regular intervals to actively participate in the learning process to excel in the examinations. Meeting the mentees twice in a semester as per the time schedules laid out in the departmental calendar
17. To alert the Mentees about the following:
  - a) Registration Date
  - b) Examinations Date
  - c) Fee payment Due Dates
  - d) Any other
18. To guide Mentees to register for Alumni Association at the time of their graduation.
19. To maintain the Mentors' File [As per the **Annexure-B**] with all personal details of the student, attendance, performance in the Academics, any achievements by the student, major issues, and discussions held with the parents etc. and submit the report as and when required.
20. If any of the Mentor leaves the university, he/she has to hand over all the records of his/her mentees to the HoD or the new mentor nominated by the HoD.
21. The mentor coordinator of the respective School/ Department shall update the status of the implementation of the mentor system and any salient observations/corrective measures initiated/feedback from parents to the university mentor coordinator on timely basis.

## 6.0 Role of Mentees

All Mentees are expected to:

- a) Take best advantage of the Mentoring Program of the University and meet designated Mentors on a regular basis to resolve academic/other issues
- b) To maintain healthy attendance of the Mentor-Mentee meetings, the University authorities may, debar the students from taking Internal Assessment, Mid-Term or End-Term Examination, if the Mentee does not attend at least 75% of the scheduled meetings
- c) Take the feedback provided by the Mentors positively and act upon it totally
- d) Be open and receptive to the new ways of teaching-learning and seek help whenever required
- e) Be focused on achieving the desired results
- f) Have a sense of responsibility and commitment towards the learning pursuits and towards the University. Be disciplined, focused and make best use of the University's facilities and experience for maximizing their potential, developing skills/competencies and improve their performance

  
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## 7.0 Psychological Counselling

Counseling is a helping process which aims to facilitate the process of growth and positive well-being. Counseling emphasizes awareness and prevention along with early identification and intervention of mental health issues. It allows students to effectively deal with problems and issues before they become unmanageable. Counseling empowers students with enhanced ability to solve problems, make decisions and deal more effectively with their personal situations. It helps students to alleviate distress, enhance wellness, utilizing their best potentials and facilitate the achievements.

Some of the common concerns of the students may be Academic pressures (Lack of concentration and motivation for studies, underachievement, backlogs, exam stress, unhealthy competition), Loneliness and homesickness, Adjustment to difficulties of any kind, Peer pressure, Relationship issues, Family Problems, Procrastination, Cyber bullying, Behavioral problems (anger outbursts, disobedience, lying etc), Low confidence and self-esteem, Suicidal thoughts, Depression ,anxiety and other mental health problems), Substance abuse, etc.

## 8.0 Amendments

The University reserves the right to revise or amend the Guidelines on Mentoring from time to time as deemed necessary by the University. Students will be informed of such changes through notices/circulars and they shall abide by the revised/amended Guidelines.

ANNEXURE-A



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**Department of .....**  
**Consolidated Mentoring Report**  
**Academic Year 2022-2023**  
**Winter Semester**

**Programme:**

**Date:**

Sl No	Roll Number	Name of the Mentee	Session Summary	Measures taken/Issues Resolved/ Remarks	Signature of Mentee
1					
2					
3					

**General Remarks if any**

**Mentor Name :**

**Designation :**

**Signature :**

*Sanne*  
REGISTRAR  
PRESIDENCY UNIVERSITY  
Bangalore  
Registrar  
BANGALORE



**ANNEXURE –B**  
**FACULTY MENTOR’S FILE CONTENTS**

The Faculty Mentor’ file must contain the following information about the assigned students.

1. Students’ and the Parents contact details. [To be obtained from the HODs office & the students’ signature to be obtained authenticating that the contact details provided are correct.].
2. Students’ Course Registration Details [Semester wise]
3. Monthly Attendance Details [To be obtained from ERP and highlight such students who are having less percentage of attendance].
4. Internal Assessment marks details. [Mid-term Test/Assignment].
5. Final Internal Score of the students before End Term Examination.
6. Students Grade after the End Term Examination/Make-Up/Summer Term Examinations [both SGPA &CGPA]
7. Details of interactions with the students and the parents.
8. Copies of the Reports submitted to the HOD/Dean