# Mentor Mentee Policy

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# 1 INTRODUCTION

The purpose of a mentor-mentee policy in a university shall be to provide guidance, support, and resources for both mentors and mentees to establish and maintain a successful and productive mentoring relationship. The policy outlines the role of mentor & mentee, and mentoring process to ensure a positive and beneficial mentorship experience. Additionally, the policy aims to facilitate the development of critical skills, knowledge, and networks for mentees, while also promoting the growth and leadership of mentors within the university community. Furthermore, the mentor-mentee policy helps to create a culture of mentorship, collaboration, and learning within the university ecosystem and to assist University in achieving its Vision.

## 1.1 OBJECTIVES:

The policy is outlined based on the objectives mentioned below:

- ➢ To help the students to develop a smooth transition to campus life
- ➢ To counsel academically weak students and help them cope with curricular and extra-curricular concerns
- ➢ To guide students in creating career pathways through relevant skill development and to create leaders of the future, equipped with the skills of tomorrow
- ➢ To empower learners with 21st century skills and transdisciplinary knowledge
- ➢ Overall career readiness of mentees

## 1.2 PURPOSE
- ➢ The Mentor-Mentee Policy aims to provide structured guidance and support to students and professionals by leveraging the collective experience within our organization. This policy outlines the processes and expectations for both mentors and mentees to foster career growth, academic excellence, and personal development.

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## 1.3 SCOPE:

The policy applies to all enrolled students of the University

## 1.4 PERIOD OF MENTORSHIP:

Mentoring process shall commence at the very first year of joining the University and is mandatory till learner is associated with university. However, the mentorship program as prescribed in the Policy shall be applicable for students studying in the first and second year in case of Undergraduate Programs and for students studying in the first year of the Post Graduate programs.

## 1.5 PRINCIPLES OF MENTORSHIP PROGRAM:

1) **Confidentiality:** The mentor and mentee should maintain confidentiality in their discussions and interactions. This helps build trust and creates a safe space for the mentee to seek guidance and support.

2) **Mutual respect:** Both the mentor and mentee should respect each other's perspectives, experiences, and boundaries. This helps create a positive and constructive mentorship relationship where both parties can learn and grow.

3) **Evaluation and feedback:** Regular evaluations and feedback sessions should be conducted to assess the progress of the mentorship and make adjustments as needed. This helps ensure that the mentorship is effective and beneficial for both parties.

4) **Personal and professional development:** The mentor should support the mentee in their personal and professional development, helping them set goals, develop skills, and navigate their academic and career paths. The mentor should also encourage the mentee to take advantage of resources and opportunities at the university.

5) **Diversity and inclusion:** The mentorship relationship should be inclusive and welcoming to individuals from diverse backgrounds and experiences. The mentor should

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be sensitive to the mentee's unique needs and perspectives and strive to create a supportive and inclusive environment for their growth and development.

6) **Continuous improvement:** Both the mentor and mentee should actively seek opportunities for growth and learning in the mentorship relationship. They should be open to feedback, reflection, and self-improvement, and be willing to adapt their approach to better meet the needs of the mentee.

## 2 POLICY STATEMENT:

Mentorship policy shall help University in achieving the professional goals and development of the Mentee and Mentor. The mentor-mentee relationship shall be an important aspect of academic and personal growth for students at the university. Mentors shall be assigned to provide guidance, support, and encouragement to mentees as they navigate their academic journey.

Policies defines:

➢ Mentees can be students of all undergraduate and post graduate programs.

➢ Mentors can be all Teaching faculty, Industry Advisors and Alumni Advisors in direct supervision of Directors.

➢ Mentor-mentee interaction shall be scheduled in the timetable on weekly basis. Additional meeting / interaction may be scheduled by the mentor with a prior approval of the appropriate reporting authority.

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➢ Mentor-mentee interaction plan shall be made at the beginning of the term by Director of the Program on the basis of inputs received from the mentors so as to have uniformity in application throughout the program.
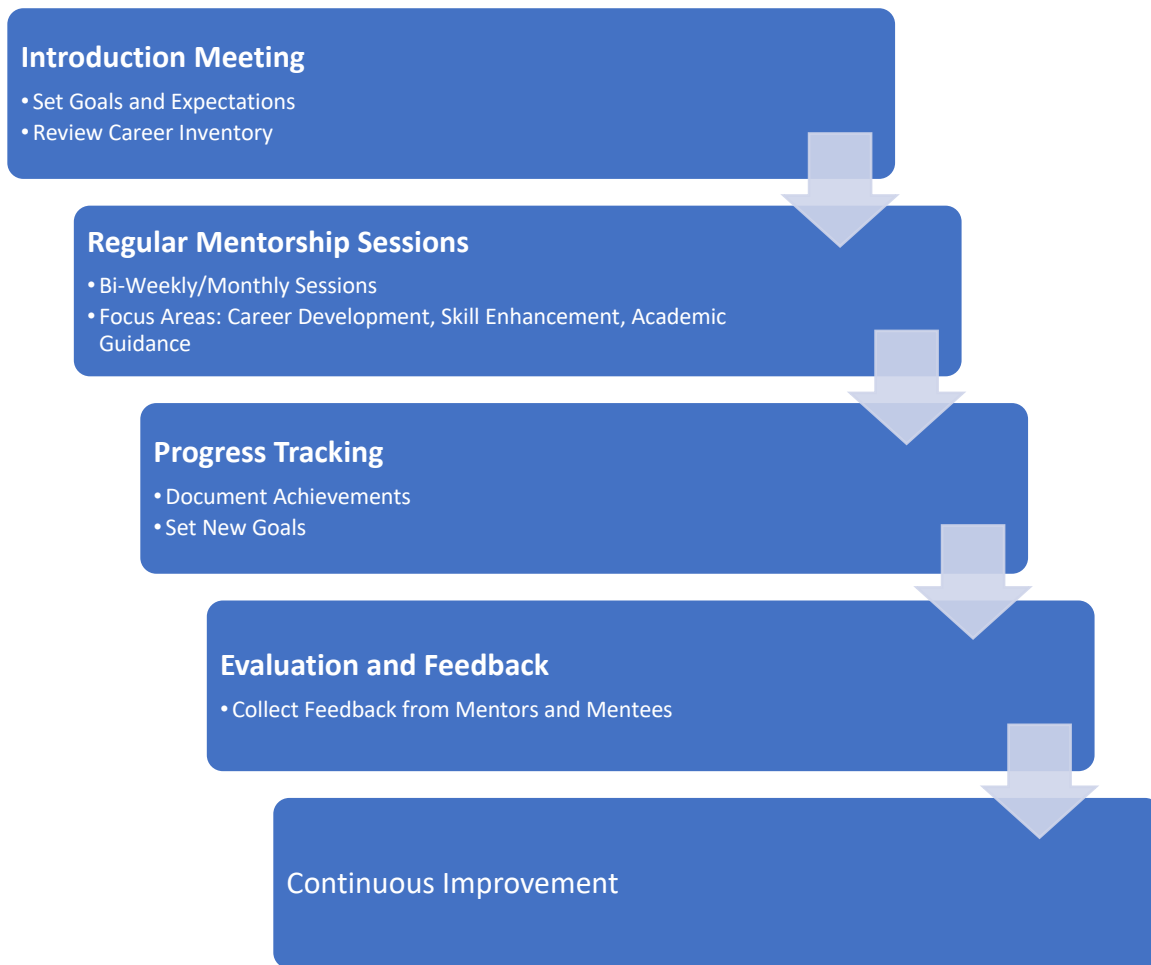
## 2.1 MENTORSHIP PROCESS

The Mentorship Programs shall be practiced as per the process mentioned below:

**Introduction Meeting**
- Set Goals and Expectations
- Review Career Inventory

**Regular Mentorship Sessions**
- Bi-Weekly/Monthly Sessions
- Focus Areas: Career Development, Skill Enhancement, Academic Guidance

**Progress Tracking**
- Document Achievements
- Set New Goals

**Evaluation and Feedback**
- Collect Feedback from Mentors and Mentees

Continuous Improvement

# 3 CAREER INVENTORY

The Career Inventory form is essential for understanding the mentee's background and aspirations. It includes the following details:

## 3.1 PROFILE:
- o Name
- o Position/Title
- o Department
- o Contact Information

## 3.2 EDUCATION:
- o Graduation: Name of Institution

## 3.3 FULL-TIME WORK EXPERIENCE:
- o Company
- o Number of Years
- o Designation
- o Nature of Work
- o Time Period

## 3.4 INTERNSHIP/PART-TIME WORK EXPERIENCE:
- o Company
- o Number of Years
- o Designation
- o Nature of Work
- o Time Period

## 3.5 CAREER CLARITY/CAREER NORTH STAR:
- o Desired career path as of today.

## 3.6 PROFILE STRENGTHENING FACTORS:
- o Current Academic Profile

- o Resume Review (A & above grade)
- o LinkedIn Review (A & above grade)
- o Additional Certifications
- o Mock Interview (A & above grade)
- o Internships
- o Live Projects
- o Academic Projects
- o Business Challenges & Hackathons
- o Self-Learning Initiatives/Personal Masterclass/Events attended
- o Research Initiatives
- o Academic Achievements
- o Co-Curricular Engagements & Club Engagements
- o Awards and Recognitions
- o LinkedIn Posts/Blog Posts
- o Entrepreneurial Initiatives
- o Other Profile Building Initiatives

## 3.7 PROFILE SUMMARY:
- o Total Count (Summary of all activities mentioned in the booklet)

## 3.8 CURRENT ACADEMIC PERFORMANCE:
- o Semester Grade/Score
- o Subject with the Highest Score
- o Subject with the Lowest Score
- o Subject You Liked/Learnt the Most from

## 3.9 GRADE DESCRIPTION CRITERIA:
- o A+: Exceptional resume with clear structure, strong achievements, and measurable outcomes
- o A: Well-written and structured resume with minor areas for improvement
- o B: Basic resume with generic content or unclear formatting
- o C: Weak resume with significant formatting issues or irrelevant content

# 4 EVALUATION AND FEEDBACK

Both mentors and mentees are encouraged to provide feedback on the mentorship experience. This feedback will be used to continuously improve the program.

# 5 CONFIDENTIALITY

All information shared during mentorship sessions and in the Career Inventory form will be kept confidential and used solely for the purposes of the mentorship program.

# 6 CONCLUSION

Our mentorship program is designed to support the academic and professional growth of our members by leveraging collective knowledge and experience. Through effective mentorship, we aim to create a more engaged, skilled, and empowered community.
Feel free to adjust this policy as needed to align with your specific requirements and organizational culture. If you have any additional details or modifications, just let me know!