



**Swami Ramanand Teerth Marathwada University, Nanded
(Maharashtra State) India**

Central Mentoring Policy



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The committee under the chairmanship of Dr. R.D. Kaplay and Dr. C.R. Baviskar as a member was constituted to device the Central Mentoring Policy. The document of policy submitted by committee was placed before the **60th Management Council** meeting held on **25-06-2019** vide item no.6/60-2019. The management council accorded approval for the same.

This is for circulation and necessary action/implementation

**Dr. Sarjerao Shinde
Registrar**

Central Mentoring Policy

1.0 Preamble:

Swami Ramanand Teerth Marathwada University has over 3000 students from urban and rural areas. A large number of students belong to rural areas of Marathwada or are from outside Maharashtra or even India. Many a time, students face academic and adjustment challenges in their university life. A mentor-mentee programme for the constituent departments has been developed to help the students of this university to achieve their potential in academics and prospective professions.

2.0 Objective

To enable the students to achieve their academic and professional potential through mutual support and congenial learning atmosphere.

3.0 Outlay of the Programme

1. Each department may develop their own programme according to the number of students, faculty members and the specific needs of the discipline and programmes.
2. In case a school has more than one department, then each department may develop its own mentor-mentee programme depending on the specific needs of the programmes run by that department. If any department wishes to allot its students to a mentor not from their own department, it will be only with the agreement of that particular faculty. If two or more departments of the same school wish to adopt a common mentor-mentee programme, they shall do so with mutual agreement of all departments concerned.
3. Students shall be assigned to the Mentors (faculty) from within the department right from the start of the programme. The mentees shall be evenly distributed among the faculty of the department.
4. A mentor may have a maximum of 20 mentees. This limit may be relaxed depending upon the number of students enrolled in the department.

5. The mentees shall preferably be attached to the same mentor for the duration of the programme. Any change in allotment of mentor/mentee shall be decided by the Head of Department.
6. The mentors shall meet the mentees regularly individually within allotted time slots (minimum twice a month) and record the outcome of the meeting in hard copy/soft copy in the format decided by the university. The time table of mentor-mentee meetings and the records of each meeting are to be regularly updated by the department.
7. The mentor shall identify the gifted/slow learners and bring them to the attention of the Head of Department so that necessary support can be provided.

4.0 Areas of Review

4.1 Academic Matters:

Over the semester, the mentor shall guide the mentee about improvement of academic performance, and refer the matter to the Head of Department if remedial teaching, advanced learning or counselling is needed.

4.2 Behaviour, Discipline and Health Related Matters:

The mentor shall identify and discuss issues related to behaviour, discipline and physical and mental health of the mentee. If needed, the mentor shall refer these matters to the Head of Department for further action.

4.3 Co-curricular and Extra Curricular Activities:

The mentor shall identify the mentees having specific co-curricular and extra-curricular achievements and talents, so that institutional support and encouragement can be provided.

5.0 Role of The Mentor

- a. Introduce and discuss the concept of mentor-mentee system with the assigned mentees.
- b. Call a meeting of all mentees at the beginning of the semester and record their details in the designated form, note the specific requirements of mentees and discuss the future schedule of meetings.
- c. Support students academically and psychologically.
- d. Maintain a record of the students' progress; identify gifted/slow learners and other issues within the areas of review of this programme.
- e. Whenever necessary, bring matters within the areas of review of this programme to the attention of the Head of Department for further action.
- f. In case of change in schedule of meetings, the mentor shall inform the mentees in advance by email.

6.0 Responsibilities of The Mentee

- a. To attend the meetings regularly. In case of absence, mentee shall inform the mentor in advance by email.
- b. To give accurate and complete information at the time of joining the mentor-mentee programme. To inform the mentor of changes in this information as and when needed for effective communication.
- c. To provide details of academic performance, attendance as well as details co-curricular and extra-curricular activities to the mentor whenever asked for.
- d. To repose confidence in the mentor and ask for help and advice as needed.

(IQAC-NAAC CELL) Central Mentoring Policy – 2019