



स्वामी राम हिमालयन विश्वविद्यालय
Swami Rama Himalayan University

Guidelines for Mentoring Programmes

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Swami Rama Himalayan University
Swami Ram Nagar, Jolly Grant- 248 016, Dehradun, Uttarakhand

SWAMI RAMA HIMALAYAN UNIVERSITY

Guidelines for Mentoring Programmes

1. **Title:** These guidelines shall be known as 'Guidelines for Mentoring Programmes'.
2. These guidelines shall come into force from the date of approval of the Board of Management.
3. **Purpose of mentoring:** Mentoring is a matured relationship between the faculty member (mentor) and students (mentees) so that both the mentor and mentees have a strong bond with each other, thereby resulting in development of overall personality of a student along with their academic progress.
4. **Objectives of mentoring:**
 - 4.1 To prepare the students for life.
 - 4.2 To handhold and provide guidance to students for their 360 degree angle development.
 - 4.3 To develop personal rapport with the students so that they are able to reach out to their mentors without any hesitation and are able to share any of their issues with the mentors.
 - 4.4 To provide guidance and motivation to the students for capacity building & development of their skills, beyond the perspective of academics.
 - 4.5 To identify latent potential of the students and provide all opportunities and support to hone them.
 - 4.6 To ensure overall well-being of the student by addressing their emotional, personal, social, academic pressures and other related issues.
 - 4.7 To assist the students in their smooth adaptability to campus life, specially the first year students.
 - 4.8 To understand any of the challenges faced by the students and to address those challenges.
5. **Mentor, their role & responsibilities:**
 - 5.1 Head of each academic unit shall appoint mentors from amongst the faculty members of their respective units, every academic year.



- 5.2 The mentors appointed are expected to possess essential qualities for effective mentoring like communication in general and listening in particular, besides empathy, humility and ethics.
- 5.3 Each faculty member appointed as a mentor shall be a mentor of a group of students depending on the mentor : mentee ratio in an academic unit.
- 5.4 The mentor mentee ratio will generally not exceed 1:20.
- 5.5 Preferably, a student will have the same mentor throughout the duration of his programme.
- 5.6 The mentoring of a student will be effective from the date of his enrolment to a programme in the University till he passes out.
- 5.7 Subsequent to allotment of mentees to the mentors, the mentors will fill the prescribed form in order to understand each mentee.
- 5.8 The mentors are expected to build up healthy rapport with the mentees.
- 5.9 The mentors will periodically meet the mentees to address their issues and to monitor progression of the mentee related to curricular, co-curricular & extra-curricular activities, their attendance & punctuality, academics and their overall well-being.
- 5.10 The periodical meetings are to be scheduled after two weeks from commencement of academic session and will continue upto commencement of preparatory examinations. The mentors must initiate mentoring sessions with their respective mentees generally once in a month. In addition additional meetings, as and when required on need basis, may be scheduled.
- 5.11 To sensitize the mentees about expected adherence to basic code of conduct and rules & regulations of the programme.
- 5.12 Based on strengths of individual mentee, the mentors will motivate the mentees to participate in activities, beyond academic perspective.
- 5.13 To assist the mentees in identifying and defining their objectives so that their energies and skills are channelized in the right direction. Wherever required, intervention of other faculty members/HOD/ Principal may be sought by the mentor.
- 5.14 To motivate and assist the mentees to take responsibility for their own learning & development.
- 5.15 To collect from the Head of the academic unit, a brief report about the attendance & academic performance of the mentees every mid-semester/ year/ prof.



5.16 To record details of each mentoring session in the Mentoring Logbook in the prescribed format and the documents are to be maintained by the mentor for each mentee. At the end of each term, the mentor will submit a detailed report to the Head of academic unit on the status of his mentoring group.

5.17 In order to encourage a healthy mentoring relationship, the mentors must follow the '**Do(s) & Don't(s)**' given hereunder:

5.17.1 Do(s)

- Be a role model to the mentees.
- Be very explicit regarding expectations on either side, with regard to mentoring.
- Keep your relationship professional with appropriate etiquettes.
- Should treat mentees with dignity.
- Make only positive or neutral comments about your mentee to others outside of the program.
- If you disagree or have concerns regarding your mentee's behaviour or values, share your perceptions and ask for help if necessary.
- Maintain extreme confidentiality.
- Give constructive feedback that can be acted upon.

5.17.2 Don't(s)

- Do not pass judgement or criticize a behaviour of the mentee.
- Do not discuss other faculty members with them; if an issue is raised by a mentee, do listen to try to understand the situation, but do not pass a comment on the faculty.
- Do not assume that all the advice given by the mentor will be followed by mentee.
- Do not talk negatively about the mentee with others.
- Do not intrude into a mentee's personal life or expect to be close friends.
- Do not have any extended/personal relationship with the mentee.

5.18 Mentors may, if required, interact with parents in exceptional with exclusive intention of well-being of the mentee. However, a high degree of care and caution is to be exercised while interacting with the parents for ensuring that family dynamics are not affected adversely.



6. Duties & Responsibilities of Mentee:

- 6.1 To provide personal information in the prescribed form at the time of joining mentor-mentee relationship.
 - 6.2 Should meet the mentor regularly.
 - 6.3 Must take active responsibility for the mentor relationship.
 - 6.4 Repose confidence in the mentor and seek his assistance/advice wherever necessary.
 - 6.5 Should be considerate of the mentor's time.
 - 6.6 Should be receptive to mentor's advice but at the same time be responsible for the decisions made and actions taken.
7. Heads of academic units will appoint a Coordinator from amongst senior faculty members who shall be responsible for the Mentoring Programme of their respective academic unit.
 8. In case of any differences between the mentor and mentee, the Head of the academic unit shall review the issue and if need be, shall change the mentor allotted.
 9. The mentee shall be free to approach directly the Head of academic unit in case of any grievance related to mentor-mentee programme. It shall be the responsibility of the Head of academic unit to attend and address the mentee's concern immediately.
 10. The University reserves the right to interpret, alter, amend, modify, cancel or withdraw any or all provisions, mentioned herein above, in these guidelines without any notice.
 11. In case of any dispute, decision of the designated competent authority of the University would be final and binding.

