



മഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം
Mahatma Gandhi University, Kerala
महात्मा गांधी विश्वविद्यालय, केरल
Re-accredited by NAAC with A Grade



Mentor-Mentee Policy of Mahatma Gandhi University

Mahatma Gandhi University, one of the major Universities in Kerala, is a premier educational institution that strives to fulfill the higher educational needs of the people from Central Kerala, India. The Institution offers a large number of programmes at the Undergraduate, Postgraduate, M Phil and Doctoral levels.

Change is the only constant; it is the way life progresses in the world, be it simply the propagation of species, adaptability to survival struggle, or the evolution of cultures and societies. This ever-changing nature of societies demands educators to constantly upgrade their knowledge domain: to teach and mentor a world that is always on the go to the next new technological advancement. Mentoring is a vitally important mechanism to benefit and train the next generation of knowledge creators and disseminators. In order to equip themselves with a broad repertoire of skills and dispositions to progressively improve results for students, the mentors must collaborate widely amongst each other for professional progress.(UGC,2021)

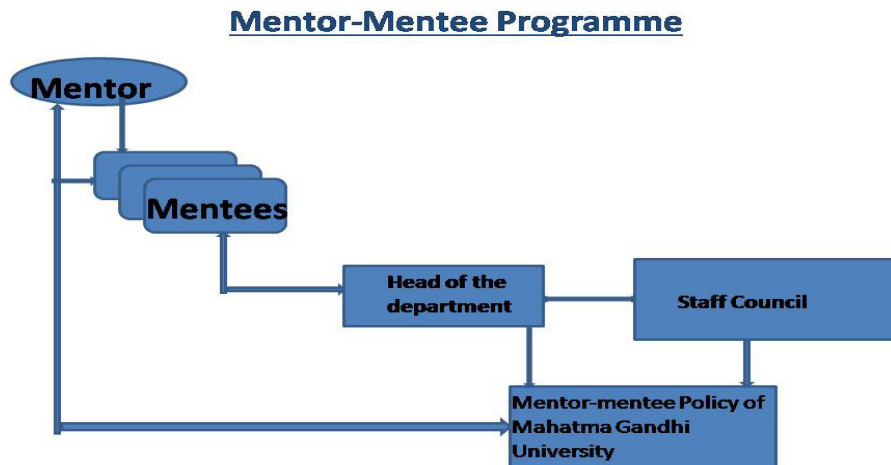
The Mentor-Mentee (Mentoring) Policy deals with nature and implementation of mentor – mentee (Mentoring) practice in Mahatma Gandhi University, Kottayam, Kerala.

Objectives of Mentoring

- a) To give support to each and every learner enrolled for a specific programme to attain their intended learning outcomes.
- b) To identify weak and advanced learners and to derive activities address each type
- c) To ensure quality education for all learners.
- d) To ensure academic and psychological wellbeing
- e) To motivate learners to achieve the learning goals.
- f) To help improve learners academic performance.
- g) To help students achieve maximum in their life and carrier goals
- h) To develop interest in curricular and extracurricular activities of the institution among learners.
- i) To develop positive attitude towards peer learners, teachers, administrators, parents, community, society, nation in a global perspective.

Mentor is a person who gives a younger or less experienced person help and advice over a period of time, especially at Schools/Departments/Centers. Professors, Associate Professors and Assistant Professors of different Schools/Departments/Centers of Mahatma Gandhi University are mentors.

Mentee Learners/ students undergoing regular academic programmes at different Schools/Departments/Centers of Mahatma Gandhi University.



The Role of the Mentor

The Mentors role is to act on behalf of the institution to support a learner who is enrolled on a regular programme of study. The mentor should focus on the overall development of the learner. The Mentor should ensure that they have the best interests of the learner. Mentors role is alongside other institutional support services.

The Mentor Responsibilities:

- should help new learners to settle into the different schools of university and their Programme and courses
- should help to establish good communication between new learners and University staff and other learners
- should Relate to preparation and introduction/welcome, and takes place prior to the commencement of teaching
- should provide support for individuals who might be isolated or lack support and self-confidence
- should provide support in getting to know rapidly changing environments and the use of new technologies
- should offer appropriate advice and guidance
- should help new learners see the way ahead – progression opportunities and career pathways

- should give and receive constructive feedback
- should help mentees to manage time, plan and prioritise work, set goals and action plan, gain a better understanding of their work
- should not do the learners work for them
- should not give advice based on personal opinions (Should not be biased)
- should not report to/reveal everything discussed to anybody (Should keep confidentiality)
- should not take advantage of the young person in anyway

The Mentee Responsibilities:

- Mentee should agree to take part in the University Mentoring Programme until end of the course and mentee should agree to finish the Mentoring relationship at any time by notifying the Mentor that mentee wish to withdraw from the Scheme
- Mentee should read and understand the University Mentoring Policy and should know which areas of the University life the Mentor will help the mentee.
- Mentee should understand and agree to follow the University Mentoring Policy and should have to signed a copy.
- Mentee should meet Mentor once every (*vary as appropriate*) two weeks for 30 minutes. They should meet in the Schools/Departments/Centers only on University working hours.
- Mentee should prepare brief notes on the meetings with mentor and should keep a record on the same.
- If mentee have any concerns about any aspect of the Mentoring programme mentee should speak to his/her Head of the Schools/Departments/Centers.

Mentor –Mentee Assignment

Mentor to mentee assignment in each school or department should be carried out by the staff council keeping in view of the following Table 1: Distribution of mentor – mentee.

Table.1: DISTRIBUTION OF MENTOR –MENTEE

Mentor	Programme	Mentee
1	UG	Total number of admitted students/Total number of mentors in a department
	PG	Total number of admitted students/Total number of mentors in a department
	M. Phil	Number of students under his/her guidance and

	supervision
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Each of the mentees will be assigned to a mentor in a school /department as shown in the above table.

Mentor-mentee grievances

Grievances of mentors/mentees if any should be addressed by the faculty council of the Schools/Departments/Centers, without hurting the feelings of both mentor/mentee. It should be minuted and kept as a record. Further grievances should be addressed by the University higher authority.

Mentor –mentee Records

Each and every Schools/Departments/Centers of the University should keep and maintain the following records.

1. Mentor Record (Appended as appendix I)(Should be kept at Schools/Departments/Centers Office)
2. Mentor –Mentee assignment in a Schools/Departments/Centers (Appended as appendix II) (Should be kept at Schools/Departments/Centers Office)
3. Student Mentoring Agreement (Appended as appendix III) (Should be kept and filed by The concerned Mentor)
4. Mentee Record (Appended as appendix IV) (Should be kept and filed by The concerned Mentor)
5. Record on Mentor –mentee meeting(Appended as appendix V) (Should be kept and filed by The concerned Mentor)
6. Student Mentoring Evaluation (Appended as Appendix VI)(Should be kept and filed by The concerned Mentor)

APPENDIX I

Mentor Record

Name of Schools/Departments/Centers

Name of the Mentor	Designation

Mentor-Mentee Policy of Mahatma Gandhi University, Kottayam

APPENDIX II**MENTOR –MENTEE ASSIGNMENT IN A SCHOOLS/DEPARTMENTS/CENTERS**

Name of the School:

Sl.No.	Name of Mentor/Faculty	Programme	Name of Mentee including the Programme they are studying	Total Number of Mentees on each Programme Under each Mentor	Total Number of Mentees Under each Mentor	Total
1		UG				
		PG				
		M.phil				

Mentor-Mentee Policy of Mahatma Gandhi University, Kottayam

Appendix III STUDENT MENTORING AGREEMENT

Name of the Mentor	
Department	
Name of Mentee	
Programme	
Date	

- I agree to take part in the University Mentoring Programme until end of the course. However, I am aware that I can finish the Mentoring relationship at any time by notifying my Mentor that I wish to withdraw from the Scheme
- I have read and understand the University Mentoring Policy and I know which areas of my University life my Mentor will help me with.
- I understand and agree to follow the Schools/Departments/Centers Mentoring Confidentiality Policy and have signed a copy.
- I will meet with my Mentor once every (*vary as appropriate*) two weeks for 30 minutes. We will meet in the Schools/Departments/Centers on University working hours.
- I am happy for my Mentor to make brief notes of our meetings

If I have concerns about any aspect of the Peer Mentoring programme I will speak to my Head of the Department of the Schools/Departments/Centers.

Email	
Schools/Departments/Centers mail system	

**APPENDIX IV
MENTEE RECORD**

Name					Photo
Date of Birth					
Nationality					
State					
Native District					
Native Thaluk					
Native Village					
Languages Known					
Programme					
School/Department					
Student ID					
Gender	Male	Female	Transgender		
Religion	Caste		Sub caste		
Address for communication	Present		Permanent		
Mobile number					
Email ID					
Parents details	Fathers Name		Mothers Name		
	Occupation		Occupation		
Guardian details	Name		Address		Mobile number
Marital status	Married		Unmarried		Others
	Spouse Name				
		Occupation			
Educational Qualifications					
Degree/Diploma	Board/university		Name of the institution	Year of Passing	Grade
SSLC/10 th level					
Predegree/12 th					
Graduation					
Post Graduation					
M.Phil.					
NET/JRF					

Ph.D.				
PDF				
Any other				
Teaching/ Professional Experience				
Institution	Post	From	To	Total
Personal Details				
Blood Group				
Any physical impairment	Physical	Visual	Auditory	Any other
Are you under any medication				
Any other relevant information to communicate				
Signature of Mentee				
Name and signature of the mentor assigned				
Name and signature of the Head of the Schools/Departments/Centers				

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APPENDIX V

RECORD ON MENTOR –MENTEE MEETING

Name of the Mentor		
Department		
Name of Mentee		
Programme		
Date		
Topics Discussed	<ol style="list-style-type: none"> 1. Academic 2. Professional 3. Personal 4. Any other 	
Action taken/needed	<ol style="list-style-type: none"> 1. Career counseling 2. Personal counseling 3. Advised for Medical support 4. Asked to meet consult expert 5. Any other 	
Feedback of Last meeting		
Name and signature	Mentor	Mentee

APPENDIX VI: STUDENT MENTORING EVALUATION

Name of Mentor	
Programme	
Head of the Schools/Departments/Centers	
Date	

Mentoring Start date: End date:	
Number of meeting held:	
Did you keep in contact between meetings:	by e-mail; by text; by phone?
How frequently?	
Do you feel that you have made a positive difference to your mentee? Please give some examples:	
Do you feel you have gained from being part of the mentoring programme? Please give some examples:	
Did you have any difficulties in taking part in the programme? Please give some examples:	
Name Signature	