

Mentor-Mentee System



**SANKALCHAND PATEL
UNIVERSITY**

॥ अथातो ज्ञानजिज्ञासा ॥

ISO 9001 : 2015 Certified



TABLE OF CONTENTS

1.0 Introduction	03
2.0 Aims and Objectives	03
2.1 Academic Guidance	
2.2 Personal Development	
2.3 Career Guidance	
2.4 Emotional Support:	
2.5 Networking and Professional Connections	
2.6 Enhanced Student Engagement	
2.7 Diversity and Inclusion	
3.0 Responsibility for Mentor Mentee System	04
3.1 Responsibilities of Mentor	
3.2 Responsibilities of Mentee	
3.3 Responsibilities of Head of the Faculty/Constituent Colleges (HoIs):	
3.4 Schedule of Meetings	
4.0 Conclusion	06
5.0 Formats Used for Mentor Mentee System	07

JePat



1.0 Introduction: The Mentor-Mentee System in Sankalchand Patel University (SPU) is designed to foster a supportive and nurturing environment for students, where they can receive personalized guidance, support, and mentorship from experienced faculty members. This system recognizes the importance of holistic development and aims to enhance student's academic success, personal growth, and career readiness. By establishing meaningful relationships between mentors and mentees, the program aims to create a positive learning experience and contribute to the overall well-being of students.

2.0 Aims and Objectives: A mentoring program's goal is to accelerate mentees personal and professional development. This is accomplished by mentors with greater expertise providing mentees with direction, counsel, and feedback.

2.1 Academic Guidance: The primary goal of the system is to provide students with academic guidance and support. Mentors assist mentees in setting academic goals, developing effective study habits, and exploring areas of interest within their field of study.

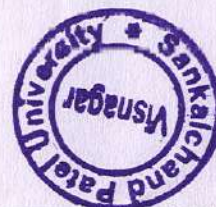
2.2 Personal Development: The system aims to facilitate the holistic development of students by offering mentorship in personal growth areas. Mentors provide guidance on goal setting, time management, self-reflection, and resilience-building, helping mentees develop essential life skills.

2.3 Career Guidance: The system aims to assist students in making informed decisions about their career paths. Mentors provide valuable insights, advice, and networking opportunities, helping mentees explore various career options, develop professional skills, and make successful transitions into the workforce.

2.4 Emotional Support: Recognizing the importance of emotional well-being, the system aims to create a supportive environment where mentees can seek guidance and support from their mentors. Mentors offer a listening ear, provide encouragement, and help mentees navigate personal challenges, promoting overall well-being and mental health.

2.5 Networking and Professional Connections: The system strives to facilitate networking opportunities and foster connections between students and experienced professionals. Mentors can introduce mentees to relevant industry contacts, internships, and potential collaborations, enhancing their professional networks and improving career prospects.

Isbat



2.6 Enhanced Student Engagement: By actively engaging with mentors, the system aims to enhance students' overall engagement with the university community, academic resources, and extracurricular activities. Mentors inspire and motivate mentees to explore diverse learning opportunities and actively participate in campus life.

2.7 Diversity and Inclusion: The system emphasizes inclusivity by pairing mentors and mentees from diverse backgrounds. It promotes cross-cultural understanding, addresses the specific needs of underrepresented groups, and ensures equal access to mentorship opportunities for all students.

3.0 Responsibility for Mentor Mentee System

3.1 Responsibilities of Mentor: A group of students are mentored by one faculty member at the most fundamental level. Mentors carry out the following duties:

1. Mentors arrange a meeting of mentees in class at the beginning of the semester.
2. Teach in order to provide opportunities for learning.
3. Individual mentoring sessions are held twice during the semester.
4. Maintain strict confidentiality of the mentee's information.
5. Mentors monitor the academic development of their mentees and offer them one-on-one guidance.
6. They encourage students to enroll in SWAYAM, Coursera, and other MOOCs certification for skill enhancement.
7. They encourage them to participate in extracurricular activities.
8. Communicate by actively listening. Concentrate entirely on the mentee and demonstrate active verbal and nonverbal signs of listening.
9. They advise mentees on appropriate topics for their year-end projects based on theory, practice, and research analysis.
10. Maintain a record of previous semester results.
11. Maintain a record of mentor-mentee meetings.
12. Inform the Head of Institute if any administrative or higher-level action is required.

Ishty



3.2 Responsibilities of Mentee:

1. The mentee is responsible for initiating all contact with the mentor and should arrive on time for mentoring sessions.
2. The mentee is in charge of creating the agenda for the conversation. The student may even email topics to the mentor in advance. The mentee should provide a brief update on progress since the last conversation at the start of each session.
3. The mentee should share his or her ideas, concerns, and professional goals with the mentor so that the mentor can put the situation into context.
4. Mentees should develop a mutually agreeable mentoring session plan. He or she should put the sessions on his or her calendar and leave enough time between them to prepare. The mentee will demonstrate respect and responsibility by ensuring that conversations begin and end on time.
5. Mentee should ask direct questions about what he or she is most interested in learning and should not be shy about doing so. The mentee is in charge of ensuring that the conversation meets his or her needs.

3.3 Responsibilities of Head of the Faculty/Constituent Colleges (Hols):

1. Hols meets with all mentors at the start of the semester and provides them with the necessary instructions during the first departmental meeting.
2. Evaluate mentors' activities and provide advice whenever necessary.
3. Inform the parents about issues such as persistent absenteeism or behavioral changes.
4. If necessary, seek the intervention of relevant committees.
5. Ask mentors to identify mentees who require financial assistance.
6. Making text books and other study materials available to needy mentees at no cost.

3.4 Schedule of Meetings: Meetings between mentors and mentees will take place according to a set calendar as well as whenever the student feels the need. It may also be added in the time table for proper mentorship, formats may be use for initiating circular, data should be submitted to Hols. Within the first weeks of admission, they will get to know one another. At initially, mentors and mentees should get together at least once each month. It is advised for mentees to schedule their own appointments with mentors.

J. L. Patil



4.0 Conclusion: The Mentor-Mentee System in SPU plays a vital role in nurturing the potential of students and empowering them to achieve academic excellence and personal growth. By establishing strong mentor-mentee relationships, this system promotes a supportive learning environment where students can thrive academically, emotionally, and professionally. It is an invaluable resource that enriches the educational experience and equips students with the necessary skills and guidance to succeed in their chosen paths. Through this system, SPU demonstrate their commitment to the holistic development of students and the cultivation of future leaders.



Jyoti

5.0 Formats Used for Mentor Mentee System:

Mentor Mentee Meeting Record

Format-I: Circular from the Faculties/Constituent Colleges:

Date- 29-08-2022

Circular

Following enlisted faculty members have to work as faculty adviser/student counselor/mentor for the students allotted as per below table. They are also required to mentor/ counsel the students at regular intervals. Faculty advisers are also supposed to keep the proper documents for the counseling process. To keep students updated, collect information's like mobile number, email id, contact details of parents etc.

- To interact with the students to know and explore their academic and non-academic problems.
- To motivate the students for attending classes regularly.
- To promote discipline and positive attitude to the students.
- To identify and recognize students who are poor in academics and take appropriate steps for their improvement.
- To motivate the students for competitive examinations also ask them to take part in different co- curricular and extracurricular activities organized by institute and University.
- Meeting with mentees should be conducted twice in a month during each semester period.
- The issue raised/ counseling done /problem resolved should be reported at institute/ University level.
- Consolidated report by Mentors should be submitted to respective HOI. (As per Format-2).
- All the formats and Policy are attached for your kind information.

No.	Discipline/Specialization/ Department/Year	Name of Faculty (Mentor)	(PRN) Roll no. of Students	Total no. of Students	Signature of Mentor
1	B. Pharm. Sem I & II	Name of Mentor	1 to 10	10	
			11 to 20	10	
			21 to 30	10	
2	B. Pharm. Sem III & IV	Name of Mentor			
3	B. Pharm. Sem V & VI	Name of Mentor			



Tejash

4	B. Pharm. Sem VII & VIII	Name of Mentor			
6	M. Pharm. (QA)	Name of Mentor	1 to 10		
7	M. Pharm. (Pharmaceutics)	Name of Mentor	1 to 10		
8	Ph. D	Name of Mentor	1 to 10		

Students are hereby informed to contact their respective faculty adviser for their academic problems. Faculty advisers would keep the records of irregular students in proper files and take necessary actions and update the same to undersigned at regular intervals.

Name and Sign,

Dean and Principal

Copy to;

1. Circulate among concern faculty members.
2. Students notice board.



J. Sankar

Format-II Minutes of Meeting (MoM) and Action taken format

Name of Department -Pharmacy	
Name of Mentor -	
Branch and Year- B.Pharm Semester-I	
Mentee (PRN) Roll No.- 01 to 10	
(PRN)/Roll No. and Name of Students	Signature of Students
1. Name of Student	
2. Name of Student	
3. Name of Student	
4.	
Points to be Addressed	Action to be taken
<ul style="list-style-type: none"> • Mess food to be improved. • Provide RO water at Canteen etc. 	<ul style="list-style-type: none"> • Mess authority was informed regarding food improvement. • RO system was fitted at Canteen.

Mentor Name & Sign



J. Saty



**SANKALCHAND PATEL
UNIVERSITY**

ISO 9001:2015 CERTIFIED

Format-III Submission to HOI, Semester wise

To be submitted to HOI:

Sr No.	Dates Meeting	of	Roll (Start End)	No. to	Issues/ Achievements	Action Taken/Solution	Sign Mentor	of



J. Saty