



MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

Dabwali Road, Bathinda (Pb.) - 151001

(Estd. by Govt. of Punjab Vide Punjab Act No. 5 of 2015) ONLY TECHNICAL UNIVERSITY OF PUNJAB HAVING UGC APPROVAL UNDER 2(f) AND 12 B OF UGC ACT, MEMBER AIU.

Think Excellence, Live Excellence

Mentor - Mentee Policy



Prepared by:

INTERNAL QUALITY ASSURANCE CELL

MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY

(DABWALI ROAD, BATHINDA (PB.)- 151001)

MENTOR-MENTEE POLICY



2021

**INTERNAL QUALITY ASSURANCE CELL
MAHARAJA RANJIT SINGH PUNJAB TECHNICAL UNIVERSITY
BATHINDA 151001**

MENTOR-MENTEE POLICY

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MENTOR-MENTEE POLICY

Mentor

A mentor is a faculty member ne who leads through guidance. A mentor is anyone who offers knowledge, insight, perspective, or wisdom to the students that helps them morally and professionally.

Mentee

Mentee are the students that get admitted in the programs offered to by the different Departments of University/ Institute.

Mentor- Mentee Process:

- Faculty members of the department are assigned a group of 15 of 25 mentee (students) whom they serve as mentors.
- The mentee preferably, as far as possible, be assigned to the same mentor throughout the program.
- The mentor shall be monitor the academic performance of mentee and guide slow learners of the department.
- Proper confidentiality shall be maintained by the department and respective mentors to uphold the respect of individuals involved.
- The mentors shall be consulted/ informed in case of disciplinary issues on code of conduct with a student.

Role of a Mentor

- To take the lead in supporting a mentee through an ongoing, one-to-one relationship.
- To build a relationship of trust by caring and planning for welfare of the mentee.
- To serve as a positive role model.
- To strive for mutual respect.
- Mentor should be encouraging, supportive, patient, respectful and tolerant.

Responsibilities of a Mentor

- Meet the mentee twice a month.
- Track the academic performance of the mentee and counsel, guide and motivate in all academic and professional matter.

- Advise the mentee regarding choice of electives, add on courses, external certifications, project, summer training/ internships and other co-curricular matters.
- Advice for career options and its planning and development.
- Maintain a confidential progressive record of the mentee.
- Intimate HOD and suggest if any coordinated action is called for.
- Contact parents/guardians if situation demands e.g. irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.

Mentee is supposed to:

- Respect the mentor
- Regularly attend the meetings with the mentor and seek advice.
- Provide the details of his/ her performance, curricular and extracurricular activities to the mentor.
- Share his/ her problems with mentor.

Role of Head of Department:

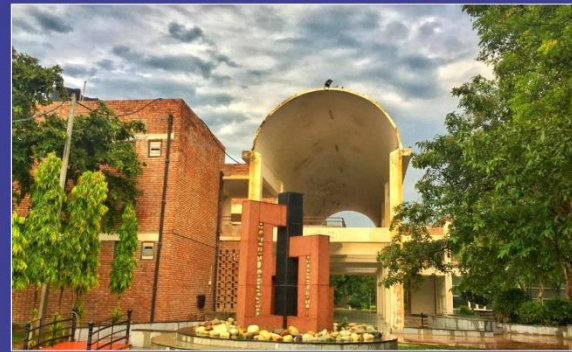
- Allocate mentors to all the students.
- Review the mentor – mentee system on regular intervals.



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