



NETAJI SUBHAS UNIVERSITY OF TECHNOLOGY

STATE UNIVERSITY UNDER ACT 06 OF 2018, GOVT. OF NCT OF DELHI
(FORMERLY NETAJI SUBHAS INSTITUTE OF TECHNOLOGY)

Azad Hind Fauj Marg, Sector – 3, Dwarka, New Delhi – 110 078.

Website : <http://www.nsut.ac.in>

Internal Quality Assurance Cell (IQAC)

MENTOR-MENTEE SYSTEM

OBJECTIVE

Mentor-Mentee System of the university is implemented with an objective to bridge the gap between the faculty members and students and provide guidance on the academic and professional development matters.

GUIDELINES FOR IMPLEMENTATION OF MENTOR-MENTEE SCHEME

1. UG I year students/mentee will be assigned student mentors from IInd and IIIrd year undergraduate program and a faculty mentor.
 2. There will be a group of 05 to 25 mentees under each faculty mentor whom they serve as mentors. The mentor needs to keep a record of each of their students. A file/record book (Mentee book/data sheet) has to be maintained.
 3. Mentor should keep track the mentees' academic performance, attendance and participation competition, co-circular and extra circular activities.
 4. Mentor should identify the advance learners based on the academic performance and advice to organize and participate in various clubs, committees and skill development programs.
 5. Mentor should identify the slow learners and advise them to attend remedial and make-up classes.
 6. Mentor should identify the mentees whose attendance is below than the minimum requirement. He should discuss with the student and try to find out the problem. If required the mentor w involve the parents and Head of the department for reforming the student. Mentor should give psychosocial support to the mentees.
- All the HODs are requested to allot the Mentors for each and every student (Mentee) of their respect ranch, and forward the list of Mentor-Mentee to the undersigned to IQAC.
 - After the allotment of mentees, every faculty mentor will collect the information as per Annexure-I through Google form.
 - Each faculty mentor will conduct meeting twice in a month to understand and counsel the mentees on the existing academic policies, extracurricular activities or personal matters.
 - The report of activity will be submitted by faculty mentor as per Annexure-II

ROLE OF A FACULTY MENTOR

1. To take the lead in supporting a mentee for his/her welfare through one-to-one relationship.
2. To build a relationship of trust by caring and planning.
3. To serve as a positive role model.
4. To motivate mentees for interdisciplinary research/innovation within a group.

DESIRABLE QUALITIES OF A MENTOR

1. Good listener
2. Encouraging and supportive
3. Patient and flexible

RESPONSIBILITIES OF A FACULTY MENTOR

1. Meet the mentee students twice in a month either online or offline.
2. Make the mentees aware of existing system of the institute related to academic, professional development and guide on personal matters as well.
3. Discover talents and interests of mentees and encourage them to exhibit them by participating in various activities.
4. Motivate the students to follow ethics, good practices and universal human values.
5. Guide mentees regarding the importance of training programs, internships, industry visits, students' committees at the institute, club activities, seminar, workshops, conferences, examination norms, general structure of the scheme, MOOC courses etc.
6. Assess the performance of Student Mentors on the basis of their sincerity and contribution in activities assigned to them.
7. Contact parents/guardians if situation demands e.g. irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.

ROLE OF STUDENT MENTOR

1. To help the mentees in their holistic development and growth.
2. To act as a link between faculty mentor and mentees.
3. To attend fortnightly meeting regularly and encourage mentees for the same.
4. To contribute to the development of the Mentor-Mentee Scheme by suggesting new ideas.

RESPONSIBILITIES OF A MENTEE

1. Respect the mentors.
2. Regularly attend the meetings with the mentor and strictly follow the instructions given by mentors.
3. Keep the mentors updated regarding your academic and other professional developments.

ANNEXURE-I

DETAILS OF MENTEE

1. Name:
2. Father's Name:
3. Mobile Number:
4. Profession of father:.....
5. Mother's Name:
6. Mobile Number:
7. Profession of Mother:
8. Permanent Address: -----

Photo

9. Corresponding Address: -----

10. Date of Birth:.....
11. Gender:.....
12. Religion:.....
13. Nationality:.....
14. Category:.....
15. Class:.....
16. Contact Number :.....
17. E Mail id:.....
18. Name of UG Program in which admitted:.....
19. Enrollment Number:.....

20. Hobbies:

- 1.
- 2.
- 3.

21. Major Academic/Extracurricular (Sports/NCC/Music/Dance/Drama/Painting etc.) Achievement till date:

- 1.
- 2.

22. Health Status

1. Vision:
2. Illness (if any) :
3. Name of the Doctor whom you consult:.....
4. Blood group:.....
5. Whether vaccinated for COVID? : Yes/No

23. Your Strength:

- 1.
- 2.
- 3.

24. Skills you would like to desire to develop:

- 1.
- 2.

Any other relevant point if you wish to mention:

Signature of Mentee

Name and Signature of Mentor

**Mentor Mentee Activity Report
(To be submitted to IQAC)**

1. Name of the activity (Instructions/counselling/discussion):
2. Date of the activity:
3. Name of student mentors present:
4. Name and enrollment no. of mentees present:
5. Name and enrollment no. of mentees absent:
6. Contribution of student mentors during the activity:
7. Salient points of activity:
8. Outcome of the activity (in one or two sentences):

Name and signature of student Mentor

Name and signature of faculty Mentor