



Mentor–Mentee Scheme Policy

Internal Quality Assurance Cell (IQAC)
D. B. S. (P.G.) College

The Mentor–Mentee Scheme is a structured academic and student-support initiative that strengthens the faculty–student relationship and bridges gaps in guidance, confidence, and performance. Through mentoring, students receive emotional and instrumental support, encouragement, and a supportive environment that positively influences academic persistence and achievement. Students may approach mentors for both academic and personal guidance that impacts learning and well-being.

Definitions

- **Mentor:** A faculty member who guides students using academic experience and life
- **Mentee:** A student who has learning/personal goals and benefits from a mentor's
- **Mentor–Mentee Scheme (MMS):** A college-wide structured system where each student is assigned a mentor for academic guidance, monitoring, and overall development within a defined framework.

Scope and Applicability

- This policy applies to and all UG/PG students of D.B.S. College, Kanpur. Mentoring will be prioritized for newly admitted (first year/semester) students, and continued for other semesters/years as required and feasible.

Mentor–Mentee Scheme Policy (Key Provisions)

1. **Mentor allotment:** Faculty members will be assigned a group . For UG students the ratio should be 1:20 and for PG students it should be 1:10. It can be modifiable as per departmental strength.
2. **All faculty as mentors:** Every faculty member (including Principal and newly joined faculty) will act as a mentor as assigned.
3. **Priority group:** Newly admitted/first-year students shall be assigned mentors on priority.
4. **Academic data support:** Mentors will be provided academic performance data and information on **slow/advanced learners** by the department/coordinator.
5. **Continuity:** As far as possible, a mentee should remain with the same mentor throughout the programme.
6. **Handover:** If a mentor leaves, the mentee's relevant information shall be shared with the new mentor through the department.
7. **Confidentiality:** Confidentiality and dignity of students must be protected; information is shared only for student support purposes.
8. **Discipline coordination:** Mentors shall be consulted/informed in disciplinary matters related to a mentee.
9. **Holistic development:** Mentors support students' overall well-being and help develop **BASICS** (Behaviour, Attitude, Skills, Integrity, Competencies, Service).
10. **Periodic assessment:** Mentor–mentee relationship effectiveness will be assessed periodically.

Objectives

The Mentor–Mentee Scheme aims at holistic student development and improved academic and professional outcomes, including:

- Improving learning motivation and academic performance.
- Supporting transition and adjustment to college life.
- Informing students about bridge/skill/value-added courses for academic improvement.
- Providing career guidance and non-academic counselling.
- Supporting mental/emotional well-being and guiding students with patience and appropriate referrals.
- Identifying special talents and learning gaps and sharing with relevant committees for support.

Expected Outcomes

- A healthy learning environment.
- Improved academic success and student confidence.
- A reliable support channel for guidance on opportunities, challenges, and common pitfalls.

Benefits of Mentor–Mentee Scheme

- Strong support system during crucial stages of academic/professional development.
- Increased confidence, goal-setting and psychosocial support.
- Improved interpersonal skills and wider exposure to institutional resources and professional perspectives.

Roles and Responsibilities

1. Mentor Responsibilities

Mentors shall:

- Create a supportive and trusting environment.
- Conduct at least one meeting per month (online/offline) and ensure minimum 8 hours per semester engagement with mentees.
- Provide academic review, tutoring support and referrals where needed.
- Review goals and provide honest, constructive feedback.
- Discuss career goals and guide on higher education/job opportunities.
- Maintain activity logs and conduct regular follow-ups.
- Guide students regarding electives, certifications and internships.
- Listen to concerns and support health/mental/emotional well-being.
- Contact parents/guardians (through department mechanism) if the situation demands.

2. Mentee Responsibilities

Mentees shall:

- Identify learning goals/skills and communicate them to the mentor.
- Share academic, curricular and extracurricular details with supporting documents (as needed).
- Take initiative to improve skills and knowledge.
- Work with the mentor to identify learning resources and helpful contacts.

Key Academic Monitoring Areas (Mentor Checklist)

Mentors will particularly monitor and support students in:

- **Personal attitude & conduct:** punctuality, discipline, communication/teamwork; counselling for disciplinary concerns.
- **Attendance:** attendance monitoring and counselling for shortage/lag.
- **Academic performance:** assignments/tutorials, internal assessment performance, semester performance, remedial support for slow learners.
- **Professional development:** SWAYAM/value-added courses, domain certifications, co-curricular and extracurricular participation.

Documentation, Confidentiality and Review (DBS Implementation)

- Each mentor will maintain a **Mentor–Mentee file/log** (student profile, meeting record, action points, and follow-up).
- Confidentiality will be maintained; student records will be used strictly for academic monitoring and student welfare.
- IQAC will periodically review the implementation and outcomes and update the policy as required.

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