



Mentor - Mentee Guidelines

BHATTDEV UNIVERSITY, BAJALI

1.0 Introduction:

Mentoring at Bhattadev University is conceived as a systematic, student-centric developmental framework that supports the academic, personal, and professional growth of learners in alignment with the objectives of NEP 2020. Under this framework, faculty members are assigned as mentors to the designated groups of students (mentees), ensuring continuous guidance, monitoring, and individualized support throughout their academic journey. The mentoring system is firmly rooted in the principles of the Indian Knowledge System (IKS), drawing inspiration from the traditional Guru-Śiṣya-Paramparā, which emphasizes a holistic, value-based, and experiential approach to education. In this tradition, learning is regarded as a transformative process that extends beyond formal instruction to encompass the development of character, ethics, discipline, and wisdom through sustained and meaningful teacher-student engagement.

At Bhattadev University, mentoring extends beyond classroom teaching through regular and meaningful mentor-mentee interactions. Mentors, integrated with institutional initiatives, provide academic guidance, address learning challenges and offer career advice related to higher education, research, skill development and employability, while also supporting students' mental and personal well-being. The system operates through a structured framework involving periodic meetings, progress tracking and proper documentation, complemented by informal interactions that foster trust and accessibility.

The Mentor-Mentee system fosters a personalized and trust-based relationship, where mentors guide not only academic progress but also the intellectual, emotional and ethical development of students. The emphasis on continuous interaction, individualized attention and value inculcation reflects a seamless integration of traditional wisdom with contemporary educational practices.

Overall, the mentoring framework at Bhattadev University serves as a vital component of its student support system, promoting academic excellence, improving student retention and nurturing well-rounded individuals who are academically competent, ethically grounded and socially responsible.

2.0 Objectives of the Mentor-Mentee Scheme at Bhattadev University

1. Academic Support:

- (a) Academic Excellence:** To elevate academic performance by identifying specific learning gaps and providing remedial support and effective study strategies. It also attempts to identify underperforming students by understanding their challenges, and implementing strategies to boost their academic performance thereby reducing drop-out risk.

(b) **Continuous Improvement Loop:** To establish robust feedback mechanisms that allow mentors to refine teaching-learning process and institutional practices.

(c) **Digital Competence:** To empower students to effectively utilize digital tools, e-learning platforms and computational resources for professional growth.

2. Career Development

(a) **Future-Ready Skill Development:** To facilitate the acquisition of technical, analytical and communication skills that align with evolving academic and industry requirements.

(b) **Professional Networking:** To provide exposure to research networks, internships and collaborative professional opportunities.

(c) **Strategic Career Advancement:** To assist students in navigating career opportunities, higher education pathways and preparation for competitive examinations and employment.

(d) **Research and Innovation:** To drive participation in seminars, workshops and interdisciplinary research projects, particularly in emerging scientific fields.

(e) **Balanced Development:** To encourage active engagement in sports, cultural activities, NSS/NCC and community outreach.

3. Emotional Support

(a) **Holistic Personal Growth:** To nurture students' personality development through targeted guidance, counseling and emotional support, building self-confidence and adaptability.

(b) **Inclusivity and Belonging:** To foster a supportive environment that strengthens the student's engagement to the institution ensuring their participation in departmental activities fostering a deep-rooted sense of responsibility and institutional pride.

(c) **Resilience and Motivation:** To provide consistent encouragement during challenges, fostering the perseverance and resilience needed for long-term success.

(d) **Proactive Intervention:** To identify "at-risk" students early—whether facing academic, financial, or personal hurdles—and provide timely institutional support.

(e) **Ethics and Integrity:** To instill a foundation of academic integrity, social responsibility and environmental awareness.

(f) **Psychological Well-being:** To ensure a safe space for discussing stress and anxiety, directing students toward professional psychological support when necessary.

(g) **Lifelong Learning:** To inspire intellectual curiosity and the habit of continuous self-improvement in an ever-changing professional landscape.

3.0 Structure of Mentor-Mentee system of Bhattadev University

The Mentor-Mentee System at Bhattadev University is designed as a multi-level, structured framework to ensure its effective implementation. The structure follows a functional model, aligned with national mentoring guidelines and NEP 2020 emphasis on holistic student support.



(a) Mentor-Mentee Coordinator: At the apex level, the Mentor–Mentee system is supervised by the University Mentor–Mentee Coordinator (Dean, Student Welfare) ensuring uniform implementation, quality assurance and alignment with the University’s academic and developmental objectives. The duties of Mentor-Mentee coordinator are:

- Planning, coordinating and supervising the overall implementation of the Mentor–Mentee system at the institutional level
- Monitoring mentor allocation, reviewing reports from HoD s and ensuring proper documentation
- Organizing orientation and capacity-building programmes and coordinating with institutional support units

(b) Head of the Department: The Head of the Department (HoD) serves as the operational Head of the Mentor–Mentee system, ensuring its structured and effective implementation within the academic unit. His key duties include:

- Ensuring equitable allocation of mentors to students within the Department
- Scheduling and facilitating regular mentoring interactions as per the academic timetable
- Monitoring mentoring activities and reviewing reports to ensure effective implementation and compliance

(c) Faculty Members of Departments- Mentors: The core of the Mentor–Mentee system are the faculty members serving as mentors, who act as the primary interface between the institution and the students, facilitating direct and meaningful engagement. For effective engagement and support, students (mentees) of a department will be equally divided among the faculty members (mentor). The key duties are –

- Conducting regular structured interactions with mentees and maintaining proper documentation (Mentor Record Book/Digital Log)
- Monitoring academic progress, attendance and overall development of students, including identification of strengths and weaknesses
- Providing guidance on career planning, elective choices, higher education, placements and skill development (including MOOCs such as SWAYAM)
- Identifying at-risk students and initiating timely academic, personal, or counselling interventions
- Encouraging participation in research, internships, co-curricular activities and institutional programmes
- In case of unavailability of female faculty member in a department, HoD of the concerned department can assign a female faculty member from other department to address special issues related to concerning female students.



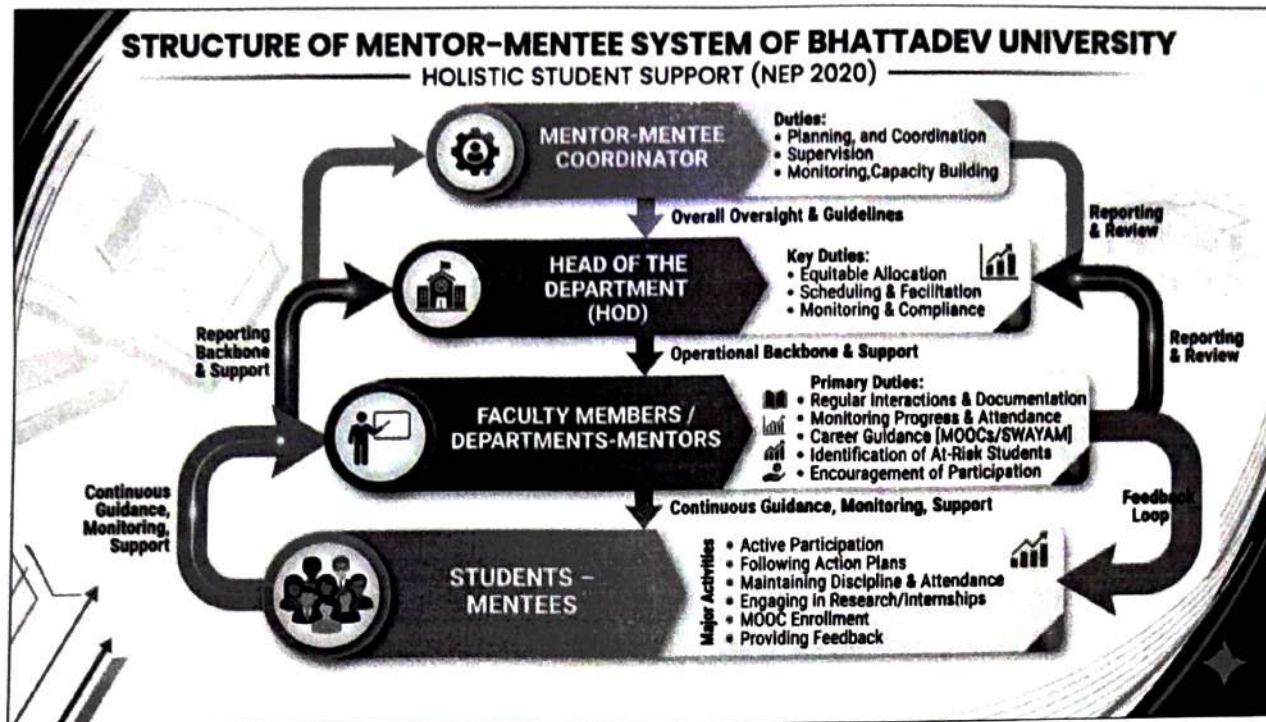


Figure 1: Structure of Mentor-Mentee System of Bhattadev University, Bajali

(d) **Students – Mentees:** Students, as mentees, are the central stakeholders of the Mentor–Mentee system. They are expected to actively engage in the mentoring process and take responsibility for their own academic, personal and professional development through meaningful interaction with their assigned mentors. Major responsibilities of student mentees include:

- Actively participating in scheduled mentoring sessions and maintaining regular communication with the mentor
- Sharing academic concerns, personal challenges and career aspirations openly for effective guidance
- Following the advice and action plans suggested by the mentor for academic improvement and skill development
- Maintaining discipline, regular attendance and participation in classes, practical and institutional activities
- Engaging in research, internships, workshops, seminars and co-curricular activities as guided
- Exploring and enrolling in elective courses and MOOCs (e.g., SWAYAM) as per interest and career goals, with proper approval
- Maintaining their own mentoring records/logs (if required) and cooperating in documentation processes

4.0 Guidelines for implementation of mentor-mentee scheme

The Mentor–Mentee system at Bhattadev University is implemented as a structured and accountable mechanism to ensure continuous academic monitoring, personal guidance and professional development of students. The following operational guidelines are adopted for effective implementation across Departments:

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1. After the completion of the admission process and course registration, the Head of the Department (HoD) shall assign mentorship to faculty members including himself, ensuring a balanced distribution of mentees among all mentors.
2. After the assignment of mentors, the Head of the Department (HoD) shall organize an orientation programme on the Mentor–Mentee system to clearly communicate its objectives, roles and responsibilities, interaction processes, documentation requirements and expected outcomes and also to address and resolve any doubts or confusion among the students.
3. All mentors shall conduct structured interactions with their mentees at least once in a month, ensuring meaningful academic and developmental engagement. All discussions shall be systematically recorded in the Mentor Record Book (Annexure A) or Digital Log, preferably maintained through the University-provided online portal/link, for comprehensive documentation of mentor–mentee interactions, student progress, issues identified and the corresponding actions or interventions undertaken.
4. Mentors shall submit monthly reports to the Head of the Department (HoD) detailing about mentor–mentee interactions, students' progress and issues identified. The HoD shall review the reports and forward a consolidated copy to the University Coordinator / competent authority for further monitoring and record.
5. Mentors shall systematically identify the strengths and weaknesses of each mentee and provide appropriate academic and personal guidance. They shall also assess and document students' career aspirations including placement, higher education, entrepreneurship, or other pathways and guide them through suitable academic planning and skill development initiatives.
6. Mentors shall adopt a holistic and supportive (parental) role, closely monitoring the overall development of their mentees, including academic progress, examination performance and any social or personal issues and provide appropriate guidance and timely intervention wherever necessary.
7. In the event of any abnormal or concerning situation involving a mentee, the mentor shall promptly inform the HoD and, where required, communicate with the parent/guardian to ensure timely and appropriate intervention.
8. Mentors may utilize appropriate digital platforms such as email, LMS, WhatsApp groups, or institutional portals for continuous communication, dissemination of academic resources and effective tracking of student progress.
9. Mentors shall actively encourage and guide students to participate in research projects, internships, workshops, seminars, hackathons and innovation-driven activities, with particular emphasis on advanced and interdisciplinary domains, to enhance their academic and professional competencies. In addition, mentors shall advise students on the selection of elective courses aligned with their interests and career goals and facilitate their participation in MOOC courses (e.g., SWAYAM) in accordance with University/UGC guidelines, after obtaining necessary approvals from the Department.
10. Mentors shall maintain records of student progression, including internships, placements, higher education admissions, or entrepreneurial ventures, contributing to institutional data and alumni tracking



5.0 Conclusion

The Mentor–Mentee system at Bhattadev University represents a comprehensive and structured approach to student support, integrating academic guidance with personal and professional development. Through clearly defined roles, regular interactions and systematic monitoring, the framework ensures that each student receives individual attention and timely support.

By fostering strong faculty–student relationships, encouraging active participation in academic and co-curricular activities and aligning with institutional and national educational objectives such as NEP 2020, the system contributes significantly to enhancing learning outcomes, student retention and overall well-being.

In Conclusin, the mentoring framework plays a vital role in nurturing competent, confident and socially responsible graduates, prepared to meet the evolving demands of higher education and the professional world.

A handwritten signature in blue ink, consisting of a stylized 'M' followed by a horizontal line that curves upwards at the end.



MENTOR - MENTEE RECORD BOOK

BHATTADEV UNIVERSITY, BAJALI

Academic Session: _____ Department: _____

Name of the Mentor: _____

MENTEE PERSONAL PROFILE:

Full Name: _____

Roll No.: _____ Enrolment No. _____

Date of Birth: _____ Blood Group _____

Mobile No. _____ Email ID _____

Category: (General/OBC-NCL/SC/ST/SAP): _____

Permanent Address: _____

Parent/Guardian Name: _____

Parent/Guardian Contact: _____

INITIAL ASSESSMENT (SWOC ANALYSIS)

Hobbies/Interests: _____

Strengths: _____

Weaknesses/Learning Gaps: _____

Career Aspirations: (Higher Ed / Placement / Research / Govt.): _____

Specific Challenges: (Financial / Language / Emotional): _____

RECORD OF MENTOR-MENTEE INTERACTIONS

Meeting No	Date.	Discussion Summary (Academic/Personal/Career)	Suggestions/Action Plan
1			
2			
3			
4			
5			
6			

8			
9			
10			

ATTENDANCE & ACADEMIC MONITORING

Month	Attendance %	Mid-Sem Marks	Remedial Action Taken

HOLISTIC GROWTH & PARTICIPATION

(Record participation in NSS, NCC, Sports, Research, or Internships)

Skill Development/MOOCs: _____

Research/Workshops Attended: _____

Awards/Co-curricular Achievements: _____

ESCALATION & PARENTAL COMMUNICATION

(Log any interventions or parent calls for low attendance/performance)

Date of Incident: _____

Issue: _____

Action Taken (HoD Informed/Parent Call): _____

FINAL SEMESTER REVIEW & EXIT TRACKING

Overall Progress: (Satisfactory / Needs Improvement): _____

Placement/Progression Status: _____

Signature of Mentor: _____

Signature of HoD: _____