



## **Mentor-Mentee Framework**

### **Mentorship Process**

DAV University, Jalandhar as a student-centric institution, is highly committed to the welfare of its students. The fact that the students enter their respective institutions at a critical and formative age forms the basis of a sound and dedicated Mentoring Process as practiced in this University.

The University follows a Mentor: Mentee system with a ratio of **1:20** to achieve a better interaction and co-operation among students and teachers and encourage holistic teaching and learning. This Mentor: Mentee system ensures that the comprehensive requirements of students including learning, social, and professionalism at personal levels are adequately addressed.

Each Departmental Coordinator is a Chairperson of their respective Mentorship Committees. At institutional level, a mentor list is announced by the Department. Further, a circular is issued pertaining to the details of mentor and their allotted mentee. Mentors take personal details of mentees on individual mentor-mentee proformas. The mentors and their allotted mentees establish a close rapport through personal counselling and regular meetings. The records for such meetings and sessions are maintained at the Institutional levels.

Among various roles and responsibilities, mentors encourage advanced learners to take up short term research projects and publish their research work. Mentors play an essential role in identifying academic, social, and personal needs by slow learners.

Besides playing the role of Mentor in academic progress, mentors look after other issues of mentee pertaining to the social, personal, language barriers, ragging and emotional well-being, if any, at an individual level.

The Mentor: Mentee system is a boon to international students who come from diverse backgrounds and cultures. This Mentorship programme provides them academic and psychological support and addresses their personal as well as professional issues and guides them through various phases of academic and personal development during their stay at the University. It also helps them to have a smooth integration into a new culture and environment.

## **Implementation of the Mentorship Process**

- In all programs, Mentor: Mentee committee adopts an approach to allot Mentor to group of Mentee students (1:20) in their first Year.
- Mentors allotted in the first year remain Mentors for the complete academic tenure of Mentee. In case of Mentor leaves the Institute, again Mentor: Mentee committee allot another Mentor to that group of Mentee.
- The weekly Mentor-mentee sessions are assigned and displayed in class time table. The attendance record of mentor-mentee sessions is maintained in registers.
- Regular counselling sessions are arranged for Mentee and Mentors to achieve the comprehensive success of Mentoring activities. Besides the regular meeting between Mentors and Mentee, Dean/ HOD/ Coordinator of the respective programs conducts regular meetings with Mentors and Mentee to ensure the smooth functioning and desired outcome from the mentorship activities.
- At the end of the Academic Year/ duration of a program, the mentor-mentee interactions records are maintained as per the laid rules/ guidelines of the University.