# MENTOR-MENTEE POLICY

## Tecnia Institute of Advanced Studies, Delhi
Affiliated to GGSIP University, Approved by AICTE, NAAC Accredited
Website: www.tecnia.in

## NOTIFICATION

Ref. No.: _____                                    Date: _____

In accordance with the resolution passed by the Academic Council and approved by the Governing Body, the Tecnia Institute of Advanced Studies hereby implements the "MENTOR-MENTEE POLICY" for its faculty and students.

This policy aims to provide structured academic, personal, and career guidance to students through a formal mentoring system.

**Policy Overview**

**Document Title**: Mentor-Mentee Policy
**Effective Date**: July 2019
**Prepared By**: Academic Cell
**Reviewed By**: Internal Quality Assurance Cell (IQAC)
**Approved By**: Director, TIAS

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## 1. Introduction

The Mentor-Mentee System at **Tecnia Institute of Advanced Studies (TIAS)** is designed to nurture students holistically—academically, personally, and professionally. Students from diverse socio-economic and cultural backgrounds require personalized guidance, which this policy addresses by assigning mentors to provide consistent support.

## 2. Objectives

- Provide a reliable support system to help students address academic and personal challenges.

- Cultivate a nurturing environment to boost student retention, discipline, and overall performance.

- Strengthen student-teacher rapport for academic enrichment.

- Identify slow/advanced learners and design interventions accordingly.

- Encourage research orientation and higher education/career planning.

## 3. Importance of Mentor-Mentee Policy

- Ensures structured guidance in academic and personal development.

- Promotes inclusivity, engagement, and mental well-being.

- Increases academic efficiency and retention.

- Builds leadership and communication skills.

- Enables early identification of learners needing academic/personal interventions.

## 4. Implementation Framework

- Mentors will be faculty members assigned at the beginning of the academic session.

- A 1:20 mentor-mentee ratio will be maintained.

- Meetings shall be held monthly and documented.

- Peer mentoring to be introduced where appropriate.

- Evaluation metrics to include attendance, academic progress, discipline, and wellbeing.

## 5. Guidelines for Execution

- Mentors appointed by the Head of Department (HOD).

- Oversight by the Director and Academic Coordinators.

- Dedicated mentoring hour in the academic calendar.

- Reporting to IQAC/Academic Council every quarter.

## 6. Duties of Faculty Mentors

- Establish trust and rapport with mentees.

- Track and support mentees' academic and personal goals.

- Maintain updated mentoring logs.

- Intervene in case of academic or behavioral issues.

- Communicate with parents when necessary.

- Provide feedback and recommend support measures.

## 7. Duties of Mentees

- Attend mentoring sessions regularly.

- Provide accurate personal and academic information.

- Follow mentor advice and action plans.

- Report concerns regarding academics or well-being honestly.

- Actively participate in the mentoring process.

## 8. Peer Mentoring

Students identified for additional support through result analysis or behavioral observation may be paired with peer mentors under faculty supervision. Progress will be documented.

## 9. Duties of Peer Mentors

- Support mentees under faculty guidance.

- Maintain confidentiality and document mentoring sessions.

- Report progress to the respective faculty mentor.

## 10. Supporting Slow Learners

- Provide remedial classes and easy-to-understand materials.

- Facilitate peer mentoring and buddy systems.

- Encourage participation in co-curricular and soft-skill activities.

- Use contextual teaching methods tailored to students' needs.

## 11. Supporting Advanced Learners

- Offer research opportunities and advanced academic resources.

- Motivate participation in conferences and publishing.

- Provide intellectual challenges and skill-building activities.

- Recommend online platforms for supplemental learning (e.g., SWAYAM, Coursera).

## 12. Mentor-Mentee Meetings

- At least one formal session per month.

- Additional meetings as required.

- Can be conducted in-person or virtually.

- All sessions must be recorded and reviewed periodically.

## 13. Monitoring and Evaluation

- Annual review of the policy by the IQAC.

- Feedback to be collected from stakeholders.

- Action plans developed for continuous improvement.

## 14. Student Counselling Form

(A format similar to the original, adapted for TIAS branding and data needs.)

## 15. Mentee Assessment Form by Mentor

(Updated to reflect specific metrics used at TIAS for internal assessments.)

Here are the customized forms for Tecnia Institute of Advanced Studies:

1. TIAS Student Counselling Form
2. TIAS Mentee Assessment Form

# TECNIA INSTITUTE OF ADVANCED STUDIES

## STUDENT COUNSELLING FORM

Date:

_____

Name of the Student:

_____

Program and Batch Year:

_____

Roll Number:

_____

Academic Year:

_____

Date of Birth & Age:

_____

Email ID:

_____

Contact Number:

_____

Gender:

_____

Blood Group:

_____

Address:

_____

Name of the Parent/Guardian:

_____

Relationship with Student:

_____

Parent/Guardian Contact Number:

_____

Type of Family:

_____

Total Members in Family:

_____

Relationship with Family Members:

_____

Relationship with Friends:

_____

SSC Board & Marks:

_____

HSC Board & Marks:

_____

Life Goals:

_____

Future Planning:

_____

Health Problems (if any):

_____

Menstrual History (if applicable):

_____

Other Problems (if any):

_____

Signature of Student/Parent/Guardian:

_____

Name and Signature of Counsellor:

_____

# TECNIA INSTITUTE OF ADVANCED STUDIES, DELHI

## MENTEE ASSESSMENT FORM BY MENTOR

Date:

_____

Name of the Mentee:

_____

Program and Batch Year:

_____

Roll Number:

_____

Academic Year:

_____

Name of the Mentor:

_____

Date of Meeting:

_____

## Assessment Criteria:

1. Attendance and Engagement:
Below Average | Average | Above Average

Remarks: _____

2. Involvement in Extracurricular and Co-curricular Activities:
Below Average | Average | Above Average

Remarks: _____

3. Academic Performance:
Below Average | Average | Above Average

Remarks: _____

4. Physical Well-being:
Below Average | Average | Above Average

Remarks: _____

5. Behavioral Conduct:
Below Average | Average | Above Average

Remarks: _____

6. Internal and External Assessment Performance:
Below Average | Average | Above Average

Remarks: _____

7. Special Considerations (personal challenges, etc.):
Below Average | Average | Above Average

Remarks: _____

8. Suggestions/Remarks by Mentor::
Below Average | Average | Above Average

Remarks: _____

Signature of Mentor: _____

Signature of Mentee: _____