

**KLE ACADEMY OF
HIGHER EDUCATION AND RESEARCH**
(Deemed-to-be-University)



MENTORSHIP POLICY

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MENTORSHIP POLICY

Mentoring takes place in the context and setting of universal human values. It gets the student to explore oneself and a stand up to peer pressure. Focus should be on inculcating values of equality and responsibility towards one's fellow citizens of any caste, class or creed.

KAHER has a common mentorship policy which is implemented across all disciplines and in all of its constituent colleges with a ratio of **1:8** or less to achieve a better interaction and co-operation among students and teachers and encourage holistic teaching and learning.

Purpose

The purpose of the mentorship policy is to provide guidance regarding the design, development and implementation of an effective mentor mentee program for all students and academic faculty members of KAHER and its constituent colleges.

Objectives of the Policy

- a. To acclimatize students regarding the University educational system and learning environment.
- b. To provide support to the students for their academic and personal challenges that they may face in the new environment.
- c. To identify and address the reasons that lead to shortfall in attendance and academic performance.
- d. To help students to face challenges and keep pace with the academic environment.
- e. To extend support to the students beyond the classroom for their overall improvement and also to maximize their potential.
- f. To provide guidance to the students for their higher studies and placements.

Mentoring Policy

- a. The Constituent Units shall organize induction programs for the newly admitted students at the beginning of the academic year where they will be familiarized with the mentorship program, academic policies, practices and resources.
- b. The Dean/ Principal will be the Chairperson for their respective Mentorship Committees.
- c. At Institutional level
 - Mentor list will be prepared.
 - A Circular will be issued pertaining to the details of mentors and their allotted mentees.
 - The discussion in the meetings should mainly focus on the academic performance, attendance, participation in extra-curricular activities and also regarding social, personal, language barriers and emotional well-being at an individual level. Also, any student grievances should be discussed and addressed.
 - The mentors will establish close rapport with their allotted mentees through personal counselling.
 - Minimum of three meetings should be conducted in every academic year.
- d. The records for such meetings and sessions will be maintained at the Institutional level in the form of logbooks (hard copy), proctorship (LMS) and the minutes will be circulated to parents and students.
 - A hard copy of mentorship log book that has details of the name of mentor, name of mentee, roll number, photographs, and contact details including information of parents and guardians along with signatures and remarks by mentors should be maintained at institution level.

- At the end of the academic year/duration of a program, the mentorship log book will be submitted to the Dean / HOD for a record purpose and maintained as per the laid rules/guidelines of the Institute.
- e. The mentor allotted will remain same throughout the course of the study of the mentee.

Role of Mentorship Committee

- a. To ensure all faculty members are mentors.
- b. To ensure that Department Head allots the students to mentors from the date of registration of the students.
- c. There shall be equal distribution of students among the mentors.
- d. To ensure that every student of the Institution has an assigned mentor.
- e. To ensure that the mentorship program is well coordinated by the respective Departments/Institution in charges.

Mentor

A mentor is a teacher who offers knowledge, insight, perspective or wisdom that helps the mentees professionally as well as personally and also goes beyond duty or obligation.

Role of Mentors

Mentors are expected to:

- Establish a sustained connect with the mentees, be helpful and encourage them to come up with their problems.
- Mentor shall be available to the mentees beyond the classroom.
- Engage with the mentees to identify and understand their strengths and areas of improvement.

- Take regular feedback on mentee's attendance, regularity, academic performance, conduct, etc. and advise on short fall, if any.
- Counsel mentees who have been involved in disciplinary issues.
- Keep the Principal/Dean informed of the issues that require attention.
- Identify mentees who have attitudinal problems requiring psychological counseling and arrange for the same.
- Positively communicate mentee's concerns about a particular course/ other matter to the concerned teachers/ officials.
- Maintain strict confidentiality on mentee's concerns that is of personal/sensitive nature.
- Inform the parents about issue that needs attention.
- Encourage a thought process in the students that would encourage an all-round holistic growth and development of the mentee.
- Identify the interest area and talent of the mentee and encourage the mentee to pursue the talent.

Mentee

- A mentee is a student who wants to learn and seeks valuable advice from mentor in order to grow professionally and personally.
- The mentee needs to actively participate, retain critical faculties, seek new capacities, seek overall development other than domain area, remain open to multiple influences and own responsibility for success.

Role of Mentee

All mentees are expected to:

- Take best advantage of the mentoring program of the University and meet designated mentors on a regular basis to resolve academic / other issues.
- Maintain 100% attendance for the mentor-mentee meetings.
- Take the feedback provided by the mentors positively and seriously act upon it.
- Have a sense of responsibility and commitment towards their learning pursuits and towards University.
- Be disciplined, focused and make best use of the facilities of the University and experience for maximizing their potential, developing skills/competencies and improve their performance.
- Uphold dignity and prestige of KLE Academy of Higher Education and Research.
- Not to indulge in any act which is deemed to be inappropriate for a student.

Senior Students Buddy Network

It attempts to provide academic support, networking support, emotional support, and social support to all incoming Postgraduate students for best navigation during the initial period in the institution by linking them to empathetic, guiding and experienced seniors.

Prof. Dr. M. S. Ganachari
Registrar



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BELAGAVI, KARNATAKA**

(Deemed-to-be-University established u/s 3 & 12 B of the UGC Act, 1956)
Accredited as **A+ Grade** by NAAC, Placed in '**A' Category** by MoE (GoI)

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