

Mentor-Mentee Policy



Sai Tirupati University

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0		Issued for Implementation
Rev.	Date	Description
SAI TIRUPATI UNIVERSITY UDAIPUR		Mentor-Mentee Policy



1. Preamble

Sai Tirupati University is committed to holistic student development—academic excellence, professional readiness, ethical conduct, wellness, and social responsibility—through a structured mentoring system. This policy establishes a formal Mentor–Mentee framework covering all programs, aligned with institutional quality processes and student support mechanisms.

2. Objectives

The objectives of the mentoring program at STU are to:

- Support students in achieving academic excellence and clinical competence.
- Facilitate professional identity formation, ethics, and values essential for healthcare and allied professions.
- Provide guidance for career planning, higher education, research, and competitive examinations.
- Promote emotional well-being, stress management, and resilience, particularly in medical and health sciences education.
- Reduce dropout rates and improve student retention and progression.
- Foster a culture of belonging, inclusivity, and student engagement.
- Align mentoring outcomes with institutional quality enhancement and accreditation requirements.

3. Scope and Applicability

This policy shall apply to:

- All Undergraduate, Postgraduate, Diploma, and Doctoral students of the University.
- All Constituent Colleges, including Medical, Nursing, Pharmacy, Allied Health Sciences, Management, Design, and other Schools.
- All Faculty Members, designated Peer Mentors, and Professional/Alumni Mentors involved in mentoring activities.

4. Definitions

- **Mentor:** A designated faculty member responsible for continuous guidance and monitoring of assigned students.
- **Mentee:** Any student assigned to a mentor.
- **Peer Mentor:** A trained senior student supporting junior students under faculty supervision.
- **Professional/Alumni Mentor:** An external mentor (alumni/industry/clinical expert) engaged for career and professional guidance.



5. Mentoring Structure at STU

STU shall adopt a multi-tier mentoring model:

5.1 Faculty–Student Mentoring

- Each student shall be assigned a Faculty Mentor from the date of admission.
- Thereafter, Faculty Mentors shall be allotted on a year-wise basis, in alignment with the academic structure, course delivery, and faculty deployment of the respective academic year.

5.2 Peer Mentoring

- Senior students with strong academic and professional records shall mentor junior students.
- Particularly useful for first-year transition, hostel life, and academic adaptation.

5.3 Professional / Alumni Mentoring

- Practicing doctors, nurses, pharmacists, allied health professionals, industry experts, and alumni shall provide career and professional mentoring.
- Delivered through guest sessions, webinars, clinical talks, and structured interactions.

6. Roles and Responsibilities

6.1 Roles of Faculty Mentors

Faculty mentors shall:

- Establish a trust-based mentoring relationship with mentees.
- Provide guidance on:
 - Academic planning and course selection
 - Clinical training and professional conduct
 - Research orientation and innovation
 - Competitive examinations and career pathways
- Monitor academic performance, attendance, and progression.
- Identify students requiring special academic, psychological, or social support and refer them to appropriate services.
- Encourage ethical behaviour, discipline, and healthy lifestyle practices.
- Maintain confidentiality and professional boundaries.
- Document mentoring interactions and submit reports to the Department/School.

6.2 Roles of Mentees

Mentees shall:

- Actively participate in mentoring sessions.



- Be open, honest, and receptive to guidance.
- Take responsibility for academic performance and professional growth.
- Respect mentors and adhere to institutional values.
- Utilize support systems recommended by mentors.

7. Mentor Allotment

- Every student shall be assigned a faculty mentor at the time of admission/registration.
- Thereafter, Faculty Mentors shall be allotted on a year-wise basis, in alignment with the academic structure, course delivery, and faculty deployment of the respective academic year
- Change of Mentor is permitted only with approval of HoD/Principal/Dean concerned in justified circumstances (e.g., long leave, conflict of interest, administrative transfer).
- **Mentor–Mentee Ratio (Indicative):**
 - Professional/medical programs: 1:10
 - Other programs: **1:15 to 1:25** depending on intake and faculty strength

8. Orientation, Frequency, and Process

8.1 Orientation

- A mentoring orientation session shall be conducted in the first semester, and a refresher in the second semester.
- Mentor details may be shared with students and parents/guardians to strengthen support.

8.2 Frequency of Meetings (Minimum)

- One meeting per month for the students
- Additional meetings shall be held for at-risk students or as needed.

8.3 Mode of Mentoring

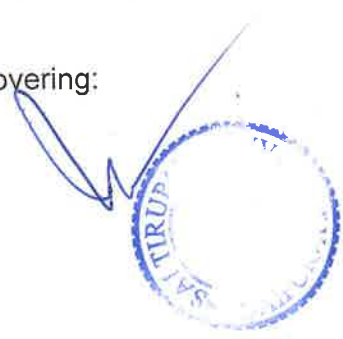
- In-person, online (LMS/official email), or hybrid, with proper documentation.

8.4 Mentoring Coverage

- Mentoring shall cover academic and non-academic issues and may include referral to professional support services where required.

9. Training and Capacity Building

- The University shall organize Mentor Training Programs covering:
 - Mentoring skills
 - Student psychology
 - Communication and counselling basics
 - Ethical and professional responsibilities
- Periodic refresher sessions shall be conducted.



- Best practices from reputed medical and multidisciplinary universities shall be adopted.

10. Mentoring Activities

Mentoring activities may include:

- One-to-one mentoring meetings
- Group mentoring sessions
- Career guidance workshops
- Research orientation and publication guidance
- Stress management and wellness sessions
- Alumni interaction and networking events
- Academic skill enhancement sessions

11. Monitoring, Documentation, and Review

- Each Department/School shall maintain:
 - Mentor–mentee allotment records
 - Mentoring interaction logs
 - Action taken reports
- The IQAC shall:
 - Review mentoring effectiveness periodically
 - Include mentoring outcomes in Annual Reports
 - Suggest improvements based on feedback
- A Mentoring Report shall be prepared annually at the institutional level.
- Structured feedback on the mentoring system shall be collected annually from students and mentors, analyzed by IQAC, and corrective actions shall be recorded through Action Taken Reports (ATR).

12. Code of Conduct

All mentors and mentees shall adhere to:

- Mutual respect and professionalism
- Confidentiality of personal and academic information
- Ethical conduct aligned with healthcare and professional standards
- Zero tolerance towards harassment, discrimination, or misconduct

13. Support Services

The University shall ensure access to:

- Academic support services
- Counselling and mental health support
- Career guidance and placement support



- Digital platforms for mentoring communication
- Institutional grievance redressal mechanisms

14. Policy Review and Amendments

- This policy shall be reviewed once every three years or earlier if required.
- Amendments shall be made with the approval of the Academic Council and Executive Council.

15. Conclusion

The Mentoring Policy of Sai Tirupati University is a cornerstone of its commitment to student success, professional excellence, and holistic development. Through structured mentoring, the University aims to nurture competent, ethical, and socially responsible professionals, especially in the health sciences and allied disciplines.

Approved by:



President
Sai Tirupati University, Umarda, Udaipur

