



# MENTORING POLICY

SR University

Warangal - 506371



  
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SR UNIVERSITY  
(V) Ananthasagar, (M) Hasanparthy,  
Dt: Hanamkonda-506 371, T.

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## 1. Introduction

Mentoring Program at SR University is a cornerstone to fostering a supportive and enriching environment, guiding students towards academic excellence, and facilitating their holistic development for future career endeavors. As an integral part of the academic ecosystem at SRU, each student is assigned a dedicated mentor upon joining the university, forming the bedrock of a personalized and impactful mentoring program. Mentoring plays a crucial role in nurturing the academic and personal growth of our students. This document outlines the comprehensive mentoring policy at SR University, designed to ensure consistency, effectiveness, and meaningful engagement between mentors and mentees.

Mentoring framework at SR University not only focuses on academic achievement but also addresses the personal, professional, and ethical growth of our students. Through consistent, one-on-one interactions, mentors are encouraged to engage deeply with their mentees, helping them resolve their challenges, set and achieve goals, and explore various academic and career pathways. The continuity of mentorship throughout the student's academic journey ensures that each student receives consistent guidance tailored to their evolving needs.

The mentoring program reinforces the university's commitment to creating a supportive and inclusive campus culture. By maintaining confidentiality, respecting individual differences, and providing constructive feedback, mentors play a pivotal role in shaping the future of students at SR University. The program also emphasizes the importance of continuous communication, regular assessment, and proactive intervention, ensuring that no student is left behind. SR University mentoring program is more than just an academic support system; it is a comprehensive approach to student development, designed to inspire, challenge, and equip students to excel in their academic pursuits and beyond.

## 2. Mentor-Mentee Allocation and Structure

### 2.1. Mentee Allocation

- Mentee allocation will be conducted by the respective departments within the five schools of SR University. It is a decentralized approach which allows departments to tailor the mentoring process according to the specific needs of their students.
- Departments are the primary stakeholders in the mentoring process, ensuring that the assignment and mapping of mentees to mentors align with departmental goals and objectives.

### 2.2. Responsibilities of Departments

- Mentor Selection: Departments are responsible for identifying suitable faculty members to serve as mentors.
- Mentee Allocation: Departments will allocate mentees to the selected mentors, ensuring a balanced distribution that aligns with the mentor-mentee ratio of 1:30.
- Mapping and Documentation: Mentor-mentee mapping must be accurately documented on the SRAAP portal.



  
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- WhatsApp Groups: Departments should ensure that mentors create WhatsApp groups with their respective mentees for effective communication.
- Information Sharing: Departments are responsible for disseminating department-specific information to mentors and mentees.
- Monitoring and Compliance: Departments must monitor the entry of mentoring remarks on the SRAAP portal, ensure that regular meetings between mentors and mentees are conducted, and confirm that mentors dedicate at least one hour per week to mentoring activities.
- Mentor-mentee data should be periodically updated and uploaded to the central mentoring database.

### 2.3. Mentor-Mentee Ratio

- The ideal ratio is set at 1:25. However, depending on the number of students in each department, mentee allocation is assigned to the faculty of respective departments in equal proportion. This ratio ensures that mentors can provide personalized attention and support to each mentee.

### 2.4. Continuity of Mentorship

- To foster a deeper understanding and relationship, the same mentor will continue guiding the mentee throughout their academic journey at SR University. This continuity is crucial for effective monitoring and support.

### 2.5. Mentoring Evaluation/Feedback

- To ensure transparency and continuous improvement of the mentoring system at SRU, feedback from mentees regarding their mentors will be collected online at the end of each semester.
- This feedback will be shared with all mentors, allowing them to reflect on their mentoring approach and make necessary improvements.
- The feedback process is designed to maintain anonymity and encourage honest, constructive input from mentees, ensuring that the mentoring experience remains effective and supportive for all students.

## 3. Responsibilities of the Mentor

### 3.1. Record Maintenance

- Mentors are required to maintain detailed records for each mentee, which includes academic performance, personal goals, areas of interest, challenges, and achievements. These records should be updated regularly on the SRAAP portal after meeting mentee each time.



### 3.2. Parent-Teacher Meetings

- Scheduled parent-teacher meetings are a key component of our mentoring process. Mentors are expected to actively participate and provide updates on the mentee's progress during parent-teacher meetings. Communication with parents/guardians should be clear, respectful, and constructive.

### 3.3. Advising Day

- Mentors are expected to conduct effective one-on-one advising sessions in accordance with the University Academic Calendar. During these sessions, mentors should guide their mentees in selecting the appropriate courses and open electives that align with their academic interests and goals.

### 3.4. Goal Setting and Monitoring

- Mentors should work with mentees to identify their academic and personal goals. This involves understanding their strengths, aspirations, and potential challenges. Regular reviews of these goals should be conducted to ensure progress and to provide necessary adjustments.

### 3.5. Feedback and Development

- Providing constructive feedback is essential. Mentors should offer insights on career growth, study programmes, strengths, and achievements. Identifying areas of improvement and providing guidance on how to address them is a key responsibility.

### 3.6. Professional Development and Career Planning

- Discussions around professional courses, certifications, and career options should be an ongoing process. Mentors should help mentees explore different career paths and assist them in making informed decisions.

### 3.7. Confidentiality

- Mentors must maintain the confidentiality of any sensitive information shared by mentees. This is fundamental to building trust and ensuring a safe and supportive environment.

## 4. Mentoring Engagement

### 4.1. One-on-One Meetings

- Mentors are required to schedule at least two one-on-one meetings with each mentee per semester. These meetings should be documented in the SRAAP portal, including key discussion points and action items.



  
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## 4.2. Regular Updates

- Mentors should continuously monitor information about their mentees, including academic performance, credits, backlogs, and any other relevant data through SRAAP portal. This information is vital for providing timely guidance and support.

## 4.3. Guidance on University Life

- Mentors should provide advice on various aspects of university life, including joining University clubs, roles and responsibilities, ethics, morals, and the do's and don'ts at SR University. This guidance is critical in helping students navigate their university experience successfully.

## 4.4. Communication with Mentees

- Regular communication is essential. Mentors should keep their mentees informed about academic and administrative matters, upcoming events, and other relevant information. This can be done via WhatsApp groups, emails, or face-to-face meetings.

## 5. Operational Guidelines

### 5.1. Creation of a WhatsApp Group

- Each mentor must create a WhatsApp group with their assigned mentees. This group will serve as a primary communication channel for quick updates and information dissemination. Contact numbers for mentees can be found on the SRAAP portal.

### 5.2. Group Display Picture

- The display picture of the WhatsApp group should feature the SRU logo. This helps in creating a uniform identity across all mentoring groups.

### 5.3. Availability and Accessibility

- Mentors should clearly communicate their availability to their mentees. This includes providing details of their workstation location, block number, and preferred meeting times. These details should also be added to the WhatsApp group description for easy reference.

### 5.4. Mentoring Hours

- Mentors are required to dedicate at least one hour per week specifically for mentoring and advising. This time should be clearly displayed at the mentor's workstation and adhered to consistently.



  
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### 5.5. Regular Meetings

- It is imperative that mentors meet with each of their mentees at least twice during the semester. These meetings should focus on the mentee's academic progress, personal development, and any issues they may be facing.

### 5.6. Documentation and Reporting

- After each mentoring session, mentors must update the SRAAP portal with remarks and relevant notes. This documentation is crucial for tracking the progress of mentees and for institutional records.

### 5.7. Monitoring Attendance

- Monitoring the attendance of mentees, especially during the initial days of the semester, is essential. Mentors should take proactive steps to address any issues related to absenteeism.

### 5.8. Respect and Support

- Mentors should treat their mentees with the utmost respect and provide them with the necessary support whenever required. Building a respectful and supportive relationship is key to effective mentoring.



  
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