

Nirwan University Jaipur

Mentorship Guidelines

Nirwan University Jaipur follows continuous mentorship process for recognizing, identifying learning levels as well as other academic, non-academic issues of the students to keep the students stress free and happy.

1. Objectives of the Mentorship:

1. To listen to students' concerns and, to a limited degree, address their personal and academic issues.
2. To assist slow learners by offering remedial instruction, counselling, interactive sessions, and motivation to engage in activities that advance their knowledge and abilities.
3. To steer advance learners towards higher education.
4. To improve educational possibilities so that every student benefits from them.
5. To keep an eye on how the learner and the learning align and make necessary adjustments.
6. To ensure learners general growth.
7. To relieve tension and bring happiness to learners.

2. Mentorship Process:

- Regular 1 hour subject specific extra class for slow learners
- Providing counseling sessions to slow learners
- Motivate weak students to ask questions in class to clear their doubts, eventually building their confidence.
- Career mentoring to advanced learners
- Setting high end goals for advanced learners
- Assigning Innovative Projects to Advanced learners
- Motivating average and advanced learners for interdisciplinary training

3. Allotment of Mentors:

1. Students accepted into the school's program will be mentored by every faculty member, including the HoD and Principal/Dean. The students will be paired with mentors by the Principal/Dean or Head of Department as of the enrollment date. Students will be distributed fairly among faculty members, including the Head of Department and the Principal/Dean.
2. Should a mentor be absent for longer than a month, the Principal/Dean or Head of Department should reassign the mentor among the faculty members who are accessible. When a faculty member enters the department, the head of the department or the Principal/Dean will reassign the faculty members such that each has almost the same number of mentees.
3. Every student in the school must be allocated a mentor; this is the task of the mentorship coordinator. The mentors at the department/school will conduct mentoring and should have no more than 20 mentees.

4. The coordinators of the relevant School/Department will oversee the functioning of mentorship
5. The mentoring coordinator should be notified of any concerns with the allotment of mentees or mentors.

4. Responsibilities of Mentor:

The mentor will perform the following functions:

1. Introduce and go over the concept of the mentor-mentee system with the mentees who have been assigned.
2. Describe the curriculum, department/school information, and about the University.
3. Always keep an eye on mentee, advise, and inspire students in all areas of their academics.
4. Help students in resolving issues and, if needed, direct them to the right authority or resource for the solution.
5. Offer guidance to students on optional selection, projects, summer training, etc.
6. Keep an eye on the students' conduct, academic progress, and attendance.
7. Engage in conversation with the mentees to determine the reason for their indifferent behavior.
8. When necessary, get in touch with parents or guardians to update them on their ward's development.
9. Using the mentor-mentee meeting record, keep track of the identified underperforming student's development and, if necessary, take corrective action.
10. Encourage the students to engage in extracurricular and professional activities for value addition.
11. Offering the mentees, encouragement and expert guidance for their career growth.
12. Keep an accurate, concise record of each mentorship session.

5. Responsibilities of Mentees

- a. As instructed by the mentor during the schedule, consistently attend the mentorship sessions.
- b. Give accurate information on both academic and extracurricular activities.
- c. Remain updated about their respective activities and performances.
- d. Keep confidence in your mentor and ask for help from them when needed.

6. Responsibilities of Dean/Principal/HoD

- a. At least once a month, holds periodic meetings to discuss the appropriate execution of the system.
- b. When needed, take disciplinary action against a student.
- c. To inform as well as to submit the status report of mentorship to the Head of Institution.

Nirwan University Jaipur

Established by the Rajasthan State Legislature vide Act No. 2 of 2017 and recognised u/s 2(f) of the UGC Act 1956

Mentorship Details

Mentor Name:								
School Name:								
Academic Year:								
S.No.	Name	Enrollment No.	Program	Sem	Issue Discussed			
					Week 1 ()	Week 2 ()	Week 3 ()	Week 4 ()
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Signature of Mentor