



# **MENTORING IMPORTANCE**

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## **GUIDELINES &**

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## **DOCUMENTATION**



**MANDSAUR  
UNIVERSITY**

DREAM. LEARN. LEAD.



# 1. Mentoring to Student Mentees

## 1.1. Role of Mentors:

- Helps student mentees set clear academic and career goals
- Provides direction based on strengths, interests and weakness
- Assists in understanding complex subjects
- Guides research, projects, and skill development
- Encourages mentees during failures and challenges
- Builds self-confidence and resilience
- Understands students' problems (academic & personal)
- Offers practical and emotional support
- Provides insights about industry trends and opportunities
- Helps with internships, networking, and placements
- Demonstrates ethical behavior, discipline, and professionalism
- Inspires mentees through actions
- Gives constructive criticism for improvement
- Tracks progress and suggests better strategies
- Understands mentees' feelings and challenges
- Builds a supportive relationship
- Explains ideas clearly and motivates mentees to achieve their best
- Encourages open discussion and questions
- Gives time for learning and growth
- Handles mistakes calmly
- Dedicated to mentees' success
- Consistently available and supportive
- Mentors impact often lasts a lifetime, far beyond classrooms or workplaces

## 1.2. Mentoring – A Game Changer

Mentor play the role of local guardian/ friend/ instructor/ advisor for the students and the student shall approach his mentor for any personal or academic problems for necessary advice/ guidance/ help

### Role of a Mentor:

- Keep the records of the student's profile in the prescribed format.
- Maintain the records of absenteeism, problems/issues as per the prescribed format
- Explain to students the academic rules and regulation
- Mentor must acquire the results of each student mentee for Quizzes, Assignments, MST-I, MST-II and EST of each semester
- Mentor shall collect or download the attendance of each student for all courses on a weekly basis
- See the results of the student mentees and counsel them for their poor results within a week after the result is published
- Communicate with parents of students to discuss students' performance and future plan at least thrice in a semester
- Mentor must acquire the results of each student mentee for Quizzes, Assignments, MST-I, MST-II and EST of each semester.
- Mentor shall collect or download the attendance of each student for all courses on a weekly basis.
- See the results of the student mentees and counsel them for their poor results within a week after the result is published.
- Communicate with parents of students to discuss students' performance and future plan at least thrice in a semester.

### Coordinator for Mentoring:

- A mentor coordinator in a department shall be deployed to coordinate among all mentors in the department
- A co-mentor coordinator shall also be allotted with each mentor and faculty shall be both a mentor for one group and co-mentor for another group
- Mentor, co-mentor and mentees combination shall remain the same throughout the program
- A co-mentor should act as the mentor only in the absence of mentor
- Make a list of students for each faculty mentors; 20-25 students shall be allotted to each faculty for mentoring
- Mentor-mentee list shall be uploaded in ERP
- The mentor coordinator will collect information from all mentors once in a week
- Outlines the observable improvement among students to present the effectiveness of mentoring (Appendix) and the same is to be submitted to IQAC after signature of Dean/HoD

## Dean's/HoD's Role:

- Deploy mentoring committee in a department headed by a department level mentor coordinator for mentoring activities
- Publish mentee students and mentor faculty list of all programs and upload in ERP
- Ensure all applications of students forwarded through a mentor. Make a weekly review of the mentoring records for further actions
- Dean/HoD must forward the cases that cannot be resolved at department level to the higher authority as per the case. Keep the record of the observable improvement among students brought about by mentoring

## Compliance:

- Dean/HoD shall submit the record to IQAC two times in a semester; first time one week after MST-I, second time one week before EST in every semester
- Faculty members shall put all records in the Course File

## 1.3. Format For Record Keeping in Mentoring:

### Appendix-1

#### FULL DETAILS OF FAMILY

| S.NO. | Name of Member | Relationship with student | Occupation | Mobile Number |
|-------|----------------|---------------------------|------------|---------------|
|       |                |                           |            |               |
|       |                |                           |            |               |
|       |                |                           |            |               |
|       |                |                           |            |               |
|       |                |                           |            |               |
|       |                |                           |            |               |
|       |                |                           |            |               |

Signature of mentor

## Appendix-2

### ACADEMIC PROFILE OF THE STUDENT at entry level

| Program | Year of completion | Name of school/<br>college | Percentage | Class Obtained<br>(in results) |
|---------|--------------------|----------------------------|------------|--------------------------------|
|         |                    |                            |            |                                |
|         |                    |                            |            |                                |
|         |                    |                            |            |                                |
|         |                    |                            |            |                                |
|         |                    |                            |            |                                |

### Academic Performance at Mandsaur University:

| Program | Year of Admission | MU ID number | Pass (%) in each semester |    |     |    |   |    |     |      | Signature of student |
|---------|-------------------|--------------|---------------------------|----|-----|----|---|----|-----|------|----------------------|
|         |                   |              | I                         | II | III | IV | V | VI | VII | VIII |                      |
|         |                   |              |                           |    |     |    |   |    |     |      |                      |
|         |                   |              |                           |    |     |    |   |    |     |      |                      |
|         |                   |              |                           |    |     |    |   |    |     |      |                      |
|         |                   |              |                           |    |     |    |   |    |     |      |                      |
|         |                   |              |                           |    |     |    |   |    |     |      |                      |

\*Please attach photocopy of mark sheet of each semester

## Appendix-3

### Mentoring records (to be maintained weekly)

| Mentoring records |      |                  |               |                                          |                                                |                       |                    |                     |
|-------------------|------|------------------|---------------|------------------------------------------|------------------------------------------------|-----------------------|--------------------|---------------------|
| Programme:        |      |                  |               | Batch (year of admission):               |                                                |                       |                    |                     |
| Sl. No            | Date | Name of students | Enrollment no | Problem/issue on which mentoring is done | Brief of guidance /advice given to the student | Signature of students | Remarks by faculty | Signature of Mentor |
|                   |      |                  |               |                                          |                                                |                       |                    |                     |
|                   |      |                  |               |                                          |                                                |                       |                    |                     |
|                   |      |                  |               |                                          |                                                |                       |                    |                     |
|                   |      |                  |               |                                          |                                                |                       |                    |                     |
|                   |      |                  |               |                                          |                                                |                       |                    |                     |

Signature of Co-mentor

Signature of Mentor – Coordinator

Signature of Dean/HoD

## Appendix-4

| Special cases of mentoring forwarded to higher authority for further action |      |                  |               |                                          |                                                |                       |                                                               |                     |
|-----------------------------------------------------------------------------|------|------------------|---------------|------------------------------------------|------------------------------------------------|-----------------------|---------------------------------------------------------------|---------------------|
| Programme:                                                                  |      |                  |               | Batch (year of admission):               |                                                |                       |                                                               |                     |
| Sl. No                                                                      | Date | Name of students | Enrollment no | Problem/issue on which mentoring is done | Brief of guidance /advice given to the student | Signature of students | To whom the case is referred by faculty for further attention | Signature of Mentor |
|                                                                             |      |                  |               |                                          |                                                |                       |                                                               |                     |
|                                                                             |      |                  |               |                                          |                                                |                       |                                                               |                     |
|                                                                             |      |                  |               |                                          |                                                |                       |                                                               |                     |
|                                                                             |      |                  |               |                                          |                                                |                       |                                                               |                     |
|                                                                             |      |                  |               |                                          |                                                |                       |                                                               |                     |
|                                                                             |      |                  |               |                                          |                                                |                       |                                                               |                     |

Signature of Mentor Coordinator:

Signature of Co-mentor:

Remarks by Dean/HoD for further action:

Signature of Dean/HoD

## Appendix-5

### Observable outcomes of mentoring

| Observable outcomes of mentoring |      |                  |               |                                                            |                                      |                     |
|----------------------------------|------|------------------|---------------|------------------------------------------------------------|--------------------------------------|---------------------|
| S. No                            | Date | Name of students | Enrollment no | Problem/issue on which mentoring was done towards students | Improvement observed after one month | Signature of Mentor |
|                                  |      |                  |               |                                                            |                                      |                     |
|                                  |      |                  |               |                                                            |                                      |                     |
|                                  |      |                  |               |                                                            |                                      |                     |
|                                  |      |                  |               |                                                            |                                      |                     |
|                                  |      |                  |               |                                                            |                                      |                     |

Signature of Mentor Coordinator:

Signature of Co-mentor:

Signature of Dean/HoD:

Review by IQAC:

# MANDSAUR UNIVERSITY, MANDSAUR

## Mentorship Proforma

|                                                        |   |                         |
|--------------------------------------------------------|---|-------------------------|
| Name of the Mentee                                     | : | .....                   |
| Enrollment Number                                      | : | .....                   |
| Date of Birth                                          | : | .....                   |
| Programme / Semester of study                          | : | .....                   |
| Father's Name                                          | : | .....                   |
| Mother's Name                                          | : | .....                   |
| Work Place/Organization                                | : | .....                   |
| Designation                                            | : | .....                   |
| Contact Number of Parents                              | : | .....                   |
| Permanent Residential Address                          | : | .....<br>.....<br>..... |
| Sibling(s) (if any)                                    | : | .....                   |
| Mentee's Mobile Number                                 | : | .....                   |
| Email Id                                               | : | .....                   |
| Name of Mentee's best friend<br>with phone number      | : | .....                   |
| Hostel Room Number                                     | : | .....                   |
| Name of Roommate with<br>phone number                  | : | .....                   |
| Medium of Instruction in<br>Department                 | : | .....                   |
| Member of any Club(s)                                  | : | .....                   |
| Participation in extra-curricular<br>activity          | : | .....                   |
| Achievement in any activity<br>at National/State level | : | .....                   |

## Mentoring Importance\_Guidelines & Documentation

(Details: Event, Position achieved) : .....

Language(s) known  
(Proficiency Level) : .....

Hobbies/Interest : .....

Pocket Money received per month : .....

Attendance in Theory/  
Practical/Tutorial classes : .....

Subjects of interest : .....

Personal Hygiene : .....

Cleanliness of Hostel Room : .....

Sleep and Study Hours in a day : .....

Food habits : .....

Vegetarian/Non-Vegetarian : .....

**Medical Record** : .....

Any Chronic Ailment/ Disease : .....

Medicine(s) to be taken regularly  
(if any) : .....

Blood Group : .....

### Foreign Country visited

Visit Organized by MU or personal : .....

Name and place of the  
country visited : ..... Date : .....

### Summer Training Details

Name of Company : .....

Department /Project : .....

Project Endeavour : .....

### Signature

Name of the Mentee: .....

Date: .....



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