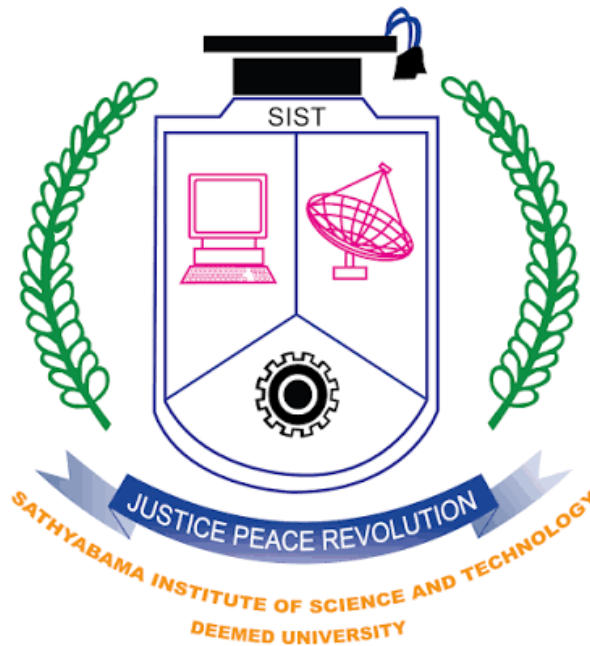


MENTORING SYSTEM POLICY

2026 Edition

Policy No. : EOMS 21001: 2018/Pol/ HR&SFE /2025-2026/07



Sathyabama Institute of Science and Technology

(Deemed to be University)

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DOCUMENT CONTROL SHEET

Particulars	Details
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DOCUMENT CLASSIFICATION : This document constitutes an official policy of the Deemed to be University. The provisions of this policy shall be implemented and interpreted in accordance with the applicable statutory and regulatory requirements, and in conjunction with other relevant policies, regulations, ordinances, and guidelines of the Institution.



SATHYABAMA

INSTITUTE OF SCIENCE AND TECHNOLOGY
(DEEMED TO BE UNIVERSITY)

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MENTORING SYSTEM POLICY

1. PREAMBLE

The Institution is committed to the holistic development of students by providing academic guidance, emotional support, and career mentoring. A structured mentoring system plays a vital role in enhancing student performance, well-being, and overall personality development. This policy is framed in alignment with the guidelines of the University Grants Commission to ensure structured and continuous student support and engagement.

2. OBJECTIVES

- To provide individualized academic guidance and support.
- To monitor student progress and improve academic performance.
- To identify and address personal, social, and emotional challenges.
- To reduce dropout rates and improve retention.
- To guide students in career planning and skill development.
- To create a supportive and inclusive learning environment.

3. SCOPE

This policy applies to all undergraduate, postgraduate, and research students of the Institution and includes faculty members designated as mentors, as well as institutional support mechanisms for effective implementation.

4. MENTORING SYSTEM

- Each student shall be assigned a faculty mentor at the beginning of the academic programme.
- A mentor shall typically handle a group of 20–25 students, subject to institutional requirements..
- Mentoring shall be a continuous process throughout the student's academic tenure.
- Special attention shall be given to slow learners, advanced learners, and students from diverse backgrounds.
- Students requiring additional academic or psychological support may be assigned special or additional mentoring.

5. ROLES AND RESPONSIBILITIES

Mentor

- Conduct regular meetings (individual/group) with mentees.
- Monitor academic progress, attendance, and behavior.
- Provide academic and career guidance.
- Identify students facing difficulties and offer support or refer to counselors.
- Maintain confidentiality and build trust with mentees.
- Maintain mentoring records and submit reports periodically.
- Ensure timely escalation of serious academic, behavioral, or psychological concerns to appropriate institutional authorities.

Mentee (Student)

- Attend mentoring sessions regularly.
- Share academic and personal concerns openly.
- Act upon the guidance provided by the mentor.
- Maintain discipline and actively participate in academic activities.

Institution

- Ensure effective implementation of the mentoring system.
- Provide training/orientation to mentors.
- Facilitate counseling and support services.
- Monitor and review the mentoring process periodically.

6. MENTORING PROCESS

- Allocation of mentors at the beginning of each academic year.
- Conduct of regular mentoring sessions (minimum once a month).
- Maintenance of Mentor–Mentee Record/Logbook, including documented interactions and action taken reports.
- Identification of students requiring additional academic or psychological support.
- Referral to professional counselors or support services where necessary.

7. MONITORING AND EVALUATION

- Periodic review of mentoring effectiveness by the department/institution.
- Feedback shall be collected from students and mentors.
- Academic performance, attendance, and student satisfaction shall be used as key indicators.
- Reports shall be submitted to the Director (Student Administration).

- Periodic audits of mentoring records may be conducted to ensure effectiveness and accountability.

8. MENTORING COMMITTEE

Composition

- Chairperson – Senior Faculty Member / Dean (Student Affairs)
- Convener – Faculty Coordinator
- Faculty Members – 2 to 3 members
- Counselor / Psychologist (if available)
- Administrative Representative
- Student Representative

The Committee shall oversee implementation, review mentoring effectiveness, address issues arising from mentoring, and recommend improvements.

Tenure

- The tenure of committee members shall be two years.
- Student representatives shall serve for one year.
- Members shall be eligible for re-nomination.

Meetings and Quorum

- The committee shall meet at least twice in a year.
- The quorum shall be one-half of the total members, including the Chairperson or Convener.

9. CONFIDENTIALITY AND ETHICS

All mentoring interactions shall be treated with strict confidentiality. Sensitive student information shall not be disclosed without consent, except where disclosure is required for the safety of the student or others, or as mandated by institutional policy or law.

10. SLOW LEARNER AND ADVANCED LEARNER IDENTIFICATION AND SUPPORT

Students shall be categorized based on:

- Internal Assessment marks
- Institution Examination results
- Attendance
- Classroom participation
- Mentor observation

Classification (Indicative):

- Slow Learners: Below 50% / learning difficulties
- Average Learners: 50%–75%
- Advanced Learners: Above 75%

11. INTERVENTION STRATEGIES

Intervention strategies shall include, but are not limited to, the following:

For Slow Learners

- Remedial classes
- Simplified notes and study materials
- Peer learning / buddy system
- Frequent mentoring sessions
- Counseling support

For Advanced Learners

- Value-added courses / certifications
- Research projects and innovation activities
- Competitive exam coaching
- Internship opportunities
- Leadership roles (peer mentoring, club activities)

12. REVIEW AND AMENDMENTS

This policy shall be reviewed annually or as required based on institutional and regulatory changes and updated in accordance with institutional requirements and guidelines of the University Grants Commission.

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