

Mentor-Mentee Policy and Establishment

The ICFAI University, Sikkim is committed to fostering a culture of continuous learning and development through meaningful mentorship relationships. Following section(s) provides foundational policies/principles of Mentor-Mentee in the University.

1. **Purpose:** The mentorship program aims to provide guidance, support, and constructive feedback to enhance the academic, personal, and professional development of students. Mentors will assist mentees in setting goals, making informed decisions, and navigating challenges in their educational journey

2. **Scope** This policy applies to all teaching and non-teaching staffs of the University to participate in the student mentorship program as mentors of the students.

3. Definitions

Role of Mentors:

- I. Mentors will be experienced teachers who provide guidance and expertise to their assigned mentees.
- II. Mentors will create a supportive and trusting relationship with their mentees, encouraging open communication and active participation.
- III. Mentors will offer advice, share experiences, and provide resources that can aid mentees in achieving their academic and personal goals.

Role of Mentees:

- I. Mentees are responsible for actively seeking guidance, asking questions, and participating in mentorship activities.
- II. Mentees should be receptive to feedback, reflect on suggestions, and take initiative to apply the insights gained from their mentors.
- III. Mentees will respect their mentors' time and commitments by adhering to scheduled meetings and communication expectations.

Communication:

- I. Regular communication is essential for a successful mentor-mentee relationship. Both mentors and mentees are encouraged to maintain open and respectful dialogue.
- II. Mentors and mentees should agree on preferred methods of communication and set expectations for response times.

Goal Setting:

- I. Mentors and mentees will collaborate to establish clear and achievable goals for the mentorship period.
- II. Goals may include academic milestones, personal development objectives, and career aspirations.

Confidentiality:

- I. All discussions between mentors and mentees should be treated as confidential unless otherwise agreed upon.
- II. Mentors and mentees will respect each other's privacy and refrain from sharing sensitive information without consent.



Accountability:

- I. Both mentors and mentees are accountable for fulfilling their commitments within the mentorship relationship.
- II. If challenges or concerns arise, mentors and mentees are encouraged to address them openly and work together to find solutions.

Duration of Mentorship:

- I. The mentorship period is intended to continue until the mentee graduates from the University.
- II. However, if circumstances necessitate a change, either the mentor or mentee may request a change by submitting a written application to the Dean's Office or Management.
- III. Requests for a change will be reviewed on a case-by-case basis, considering the reasons provided and the availability of suitable alternatives.
- IV. The final approval for change of a Mentor will be assented by the Registrar.

Ending the Mentorship:

If either the mentor or mentee wishes to end the mentorship before the designated period, they should communicate their decision respectfully and provide a reason if comfortable doing so to the Management & Dean's Office.

Ratio of Mentor-Mentee: 1:30

- I. The University shall constantly maintain a mentorship ratio of 1 mentor to every 30 mentees, ensuring that mentors can provide adequate attention and guidance to their mentees.
- II. The School Coordinator in consultation with Dean Academics will continuously monitor the mentorship ratio to ensure a balanced and effective mentorship experience.



Registrar
Dr. Rohit Rathi



Vice Chancellor
Dr. Jagannath Patnaik

Dated: 25th Jan 2023

