

RISE KRISHNA SAI GANDHI GROUP OF  
INSTITUTIONS::ONGOLE



POLICY ON MENTORSHIP

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Prepared By

S.No	Name	Dept & DESG	Signature
1	M. Bharathi Devi	SE&H, ASST. Prof	M. Bharathi Devi ✓
2	Ch. Nithin Raja	Civil, ASST. Prof	Ch. Nithin Raja
3	P. Sushma	CSE, ASST. Prof	P. Sushma

# **Mentorship Policy for Students by Faculty of RISE Krishna Sai Gandhi Group of Institutions**

## **1. Introduction:**

The RISE Krishna Sai Gandhi Group of Institutions recognizes the vital role mentorship plays in the holistic development of students, fostering academic success, and driving career progression. Through faculty-student mentorship, we aim to provide personalized guidance, foster intellectual growth, and create a nurturing learning environment.

## **2. Purpose:**

To offer students consistent and effective mentorship, encouraging them to meet their academic, personal, and professional aspirations and to enable faculty to engage with students beyond classroom boundaries.

## **3. Scope:**

This policy covers all faculty members and registered students of RISE Krishna Sai Gandhi Group of Institutions.

## **4. Mentorship Structure:**

4.1. Allocation: Every student will be assigned a faculty mentor at the start of their academic year.

4.2. Duration: Mentorship will be continuous, with formal check-ins at least once a semester.

## **5. Roles and Responsibilities:**

### **5.1. Faculty Mentors:**

Engage with mentees in scheduled meetings.

Provide academic guidance and support.

Discuss career goals, opportunities, and progression.

Guide students on time-management, soft skills, and personal growth.

Address concerns and redirect to specialized services if needed (counseling, academic support, etc.).

### **5.2. Students:**

Take initiative in reaching out to their mentors.

Prepare and share academic or career queries.

Respect mentors' time by being punctual for meetings.

Provide feedback on the mentorship experience.

#### 6. Training and Support for Mentors:

6.1. RISE Krishna Sai Gandhi Group of Institutions will organize annual training sessions to equip faculty with the skills required for effective mentoring.

6.2. A repository of resources, such as mentorship guidelines, best practices, and tools, will be available for faculty.

#### 7. Monitoring and Evaluation:

7.1. A dedicated mentorship committee will monitor the program's effectiveness.

7.2. Both mentors and mentees will submit a brief report at the end of each semester outlining progress, challenges, and feedback.

7.3. The feedback will be evaluated annually to identify areas of improvement.

#### 8. Confidentiality:

All discussions between mentors and mentees will be treated as confidential. Information will only be disclosed if there's a risk to the student's wellbeing or if there are institutional reasons that require intervention.

#### 9. Conflict Resolution:

9.1. In case of disagreements or conflicts between mentors and mentees, issues can be raised with the mentorship committee.

9.2. If deemed necessary, students may be reassigned to another mentor.

#### 10. Recognition and Reward:

10.1. Faculty who show exemplary commitment to the mentorship program will be acknowledged annually.

10.2. Mentees who achieve significant academic or professional progress with the guidance of their mentors will also be recognized.

11. Review and Amendments:

This policy will be reviewed as and when deemed to be necessary by the mentorship committee, taking into account feedback from both mentors and mentees.

Necessary amendments will be made to enhance the program's effectiveness.