



MALLA REDDY VISHWAVIDYAPEETH

(Deemed to be University)

Recognised under section 3 of The UGC Act, 1956, vide Notification No.9-4/2024-U.3(A) by
Department of Higher Education, Ministry of Education, Government of India.

MRV MENTOR- MENTEE POLICY



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MENTORSHIP POLICY

Preamble

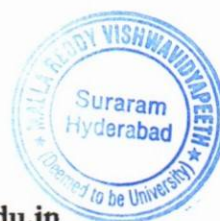
Malla Reddy Vishwavidyapeeth recognizes that students join their respective programmes at a critical and formative stage of life, requiring structured academic, personal, and professional guidance beyond the classroom. This Mentorship Policy establishes a formal Mentor–Mentee system to ensure every student has a designated faculty mentor who supports their holistic development — academic, social, emotional, and career-related — throughout their time at the University.

Objectives

- To provide every student with a single point of dedicated faculty contact for guidance, support, and early identification of difficulties.
- To foster close, caring, and continuous interaction between faculty and students, encouraging holistic teaching and learning.
- To support students' academic performance, attendance, and preparedness for examinations.
- To provide a safe, confidential channel for students to discuss personal, social, or psychological concerns.
- To assist students in career planning, skill development, and transition to the profession.
- To identify students at risk — academically, socially, or psychologically — early, and connect them to appropriate institutional support.
- To support international and out-of-state students in adapting to a new academic, cultural, and social environment.

Scope and Applicability

This policy applies to all students and faculty across MRV's constituent colleges and Schools of Eminence. Each School of Eminence shall additionally maintain a discipline-specific Mentorship Standard Operating Procedure (SOP), consistent with this policy and the norms of its Statutory



Regulatory Authority (SRA), covering the particular academic and clinical/practical requirements of its programmes.

Mentor : Mentee Ratio

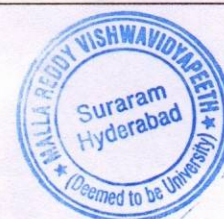
To ensure meaningful and manageable interaction, MRV adopts the following indicative mentor:mentee ratios across its discipline clusters:

Discipline Cluster	Mentor : Mentee Ratio	Basis
Health Sciences (SMST, SDST, SPST, SNST, SAHST)	1 : 8	As recommended by the National Medical Commission and applicable SRAs for clinical/health-science programmes
Engineering, Digital Health & Emerging Technology (SDHST)	1 : 15	Standard academic mentorship load for technology-oriented programmes
Management, Public Health Administration (SPHEHT)	1 : 15	Standard academic mentorship load
Humanities, Media, Design & Liberal Arts (SHT, SMDT)	1 : 20	Standard academic mentorship load for non-clinical programmes

Mentorship Committee

Each constituent college/School of Eminence shall constitute a Mentorship Committee, chaired by the Dean/Principal/Director, to oversee implementation:

Role	Member
Chairperson	Dean / Principal / Director of the concerned constituent college or School of Eminence
Mentorship Coordinator	Senior faculty member nominated by the Chairperson to oversee day-to-day implementation
Academic Coordinators / HODs	Ensure mentor allocation and timetable integration within their department
Faculty Mentors	All eligible faculty members allotted a group of mentees
Student Welfare Officer / Counsellor	Provides professional referral support for personal/psycho-social concerns
Student Representative (invitee)	Nominated representative providing the mentee perspective to the Committee

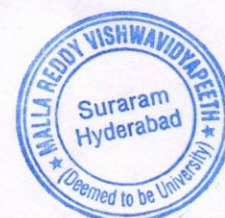


Roles and Responsibilities

Stakeholder	Key Responsibilities
Mentor	Build rapport and trust; monitor academic progress, attendance, and well-being; conduct regular one-on-one and group interactions; maintain the Mentoring Log Book/Booklet; guide on career planning; refer to appropriate support services when needed; maintain confidentiality
Mentee (Student)	Attend scheduled mentoring sessions; communicate academic or personal concerns openly; follow through on agreed action points; provide honest feedback on the mentoring process
Mentorship Coordinator	Allocate mentors to mentees at the start of each academic year; timetable mentoring hours; monitor log-book submission; escalate systemic issues to the Chairperson
Dean / Principal (Chairperson)	Oversee the mentorship programme for the college; review the annual mentorship report; ensure adequate faculty mentor strength
IQAC	Monitor institution-wide mentorship implementation as part of quality assurance, and support its documentation for accreditation (NAAC/NBA/NIRF)

Modes of Mentoring

- **Academic Mentoring:** guidance on study planning, time management, examination preparation, and addressing learning difficulties, informed by attendance and internal assessment performance.
- **Personal and Psycho-Social Mentoring:** a confidential space to discuss personal, family, or emotional concerns, homesickness, or adjustment difficulties, with referral to the Student Counselling & Wellness Centre where professional support is needed.
- **Career and Professional Mentoring:** guidance on career pathways, higher studies, competitive examinations, internships, and placement preparation, particularly in the final years of a programme.
- **Digital and Continuous Mentoring:** mentors and mentees maintain contact between scheduled sessions through the University's LMS/ERP or an approved communication channel for continuity of support.



Meeting Frequency and Documentation

- Mentoring hours are allocated within the academic timetable, with a minimum of one formal one-on-one or small-group session per mentee per month, in addition to informal interaction as needed.
- Each mentor shall maintain a Mentoring Log Book/Booklet per mentee, recording date, time, mode of interaction, matters discussed, remarks, and follow-up actions, signed by both mentor and mentee.
- A special mentoring session shall be held within the first two weeks of each semester/academic year to review the mentee's previous performance and set goals for the term.
- At the end of each academic year, the Log Book is reviewed and countersigned by the HOD/Academic Coordinator, and submitted to the Dean/Registrar for institutional record.
- At the end of the programme, each mentee shall be provided a brief profile/career-progress summary compiled by their mentor, reflecting their academic and personal development over the course.

Confidentiality

Matters discussed during mentoring sessions, particularly those of a personal or sensitive nature, shall be treated as confidential by the mentor, except where the mentor reasonably believes there is a risk to the safety or well-being of the mentee or others, in which case the matter shall be referred promptly to the Student Counselling & Wellness Centre, Dean of Student Affairs, or other appropriate authority.

Escalation and Referral Pathway

Where a mentee's concern falls outside the mentor's expertise or requires formal institutional action, the mentor shall refer the matter to the appropriate channel:

- Academic difficulty or attendance shortfall — HOD / Academic Coordinator
- Psychological distress, anxiety, or signs of self-harm risk — Student Counselling & Wellness Centre, without delay
- Ragging or harassment — Anti-Ragging Committee, as per MRV's Anti-Ragging Policy
- Sexual harassment — Internal Complaints Committee, as per MRV's ICC (POSH) Policy
- Broader academic or administrative grievance — Student Grievance Redressal Committee (SGRC)



- Financial hardship — Dean of Student Affairs, for guidance on scholarship or fee-related support

Special Provisions

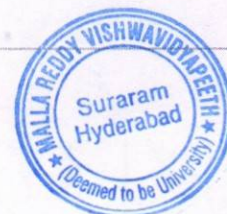
- **First-Year and New Students:** receive a dedicated orientation session introducing the mentoring system, and are mentored with particular attention to adjustment, homesickness, and academic transition during the first semester.
- **International Students:** are, where feasible, supported by mentors sensitive to cross-cultural adjustment, assisting with language, cultural integration, and administrative/visa-related queries in coordination with the International Relations Office.
- **Students at Risk:** mentors are trained to recognize early warning signs of academic, emotional, or behavioural difficulty, in line with National Medical Commission guidance on student well-being — including gatekeeper training and early identification — and to make a timely referral rather than attempt to manage a crisis independently.

Mentor Training and Capacity Building

- All faculty mentors shall undergo an orientation/training programme on effective mentoring, active listening, and referral pathways before being allotted mentees.
- Periodic refresher workshops shall be conducted, including inputs from the Student Counselling & Wellness Centre on recognizing signs of psychological distress.
- Experienced mentors may be recognized for outstanding contribution to student mentoring as part of institutional faculty appreciation processes.

Monitoring and Review

- Each Mentorship Committee shall submit an annual Mentorship Report to the Dean/Principal, summarizing coverage, log-book compliance, and any systemic issues identified.
- The IQAC shall monitor institution-wide implementation of this policy as part of its quality-assurance processes, and incorporate mentorship outcomes into accreditation and ranking documentation (NAAC, NBA, NIRF).
- Student feedback on the mentoring experience shall be collected periodically and used to improve the programme.



Policy Review

This policy shall be reviewed at least once every two years by the University's Academic Council, or earlier where warranted by SRA guideline changes, accreditation requirements, or feedback from the mentoring process.

MRV reserves its rights to modify, amend, or replace this Policy, including withdrawal, at any time.

— *Office of the IQAC / Mentor Mentee Policy, MRV*

Sd/-

Registrar

