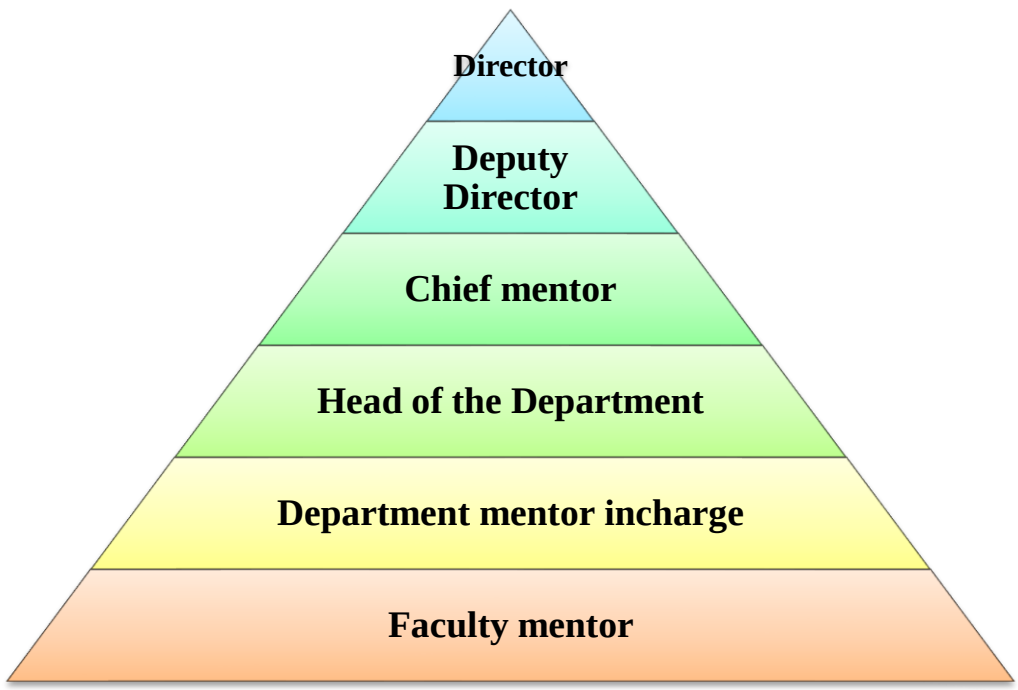
SYMBIOSIS INSTITUTE OF TECHNOLOGY, PUNE

Constituent of Symbiosis International (Deemed University), Pune

Mentoring Cell

The Mentorship at SIT is to support the mentees in academics, competency and personal level for their holistic development. This includes the role of mentor as observing, discussing, finding, suggesting and listening to the learnings and challenges experienced by the mentee. The challenges related to academics are bridged by the mentor by discussing with the related faculty colleagues, suggesting proper resources and the personal challenges are dealt with relevant solutions with help of Symbiosis Center of Emotional Wellbeing and other Psychologists.

The structure of Mentoring Cell at SIT is as follows



Mentoring process:

- At the start of the academic year, the Chief Mentor will allocate the mentors for the First year.
- These mentors will be forwarded to the department from the second year where mentors from Applied Science department will be replaced by faculty of the department.
- Department faculty will be assigned as mentor-in- charge to the relevant classes during the

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SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

(Established under section 3 of the UGC Act, 1956)
Re-accredited by NAAC with 'A++' Grade | Awarded Category – I by UGC
Founder: Prof. Dr. S. B. Mujumdar, M. Sc., Ph. D. (Awarded Padma Bhushan and Padma Shri by President of India)

NOTIFICATION NO. 1725

SIU/ U-28/ 2026/ 166 **Date: 12th January, 2026**

Subject: Policy on Mentor-Mentee

Authority: Executive Council vide Resolution No. A24: EC: 19.12.2025

WHEREAS, mentoring is essential for personal and professional growth of students, Symbiosis International (Deemed University) is committed to support holistic student development through its Mentor–Mentee Policy. The purpose of this Policy is to provide a structured framework that fosters meaningful mentor–mentee interactions, supports students in navigating academic and personal challenges, and promotes a culture of guidance, support, and holistic development across the University.

2] AND WHEREAS, the Executive Council vide Resolution No. A24: EC: 19.12.2025 has approved the Policy on Mentor-Mentee;

3] NOW THEREFORE, the Policy on Mentor-Mentee is hereby notified for information of all concerned as Annexure 'A'.

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Dr. M. S. Shejul
Registrar

Copy for information to: The Hon'ble Chancellor, Pro Chancellor, Vice Chancellor, Provost-FoMHS, Principal Director- Symbiosis, Advisor, Symbiosis, Deans of Faculties, Directors/ Heads, Deputy Directors/ Deputy Heads, Administrative Officers/ Assistant Administrative Officers/ Office Superintendents of Constituents/ Research Centres/ Support Departments/ Skills and Continuing Education Departments and Officers of the Symbiosis Society and Symbiosis International (Deemed University)

Annexure 'A'

Key Information	
Title	Policy on Mentor-Mentee
Policy Owner	Academics Department & Department of Student Welfare
Responsible Department	Department of Student Welfare
Approving Authority	Executive Council
Resolution No.	Resolution No. A24: EC: 19.12.2025
Version number	Ver. 1 - current
Policy Drafter	Dr. Asmita Dani, Dr. Abhijit Deshpande,
Stakeholders Consulted	Academics Department, Department of Student Welfare, QMB Department, All Directors
Frequency of review	Every three years or earlier
To be accessed at	Document Management System

Policy on Mentor-Mentee

1. Preamble

Mentoring is essential for personal and professional growth, creating meaningful connections between experienced individuals and those seeking guidance. At Symbiosis International (Deemed University), the Mentor-Mentee Policy underscores the University's commitment to holistic student development. Recognizing its students' diverse cultural, social, and academic backgrounds, this policy endeavours to create a supportive environment where mentoring serves as a bridge between aspirations and achievements.

This dynamic process focuses on addressing both academic and non-academic needs, enabling students to navigate challenges effectively and realize their full potential. By establishing structured interactions, the policy ensures that mentors provide personalized guidance while mentees actively engage in their growth journey. Through this initiative, Symbiosis aims to cultivate a culture of support, learning, and shared success aligned with its core philosophy of "*Vasudhaiva Kutumbakam*" — the world is one family.

2. Purpose

The Mentor-Mentee Policy aims to establish a structured framework that fosters meaningful relationships between mentors and mentees, promoting academic excellence, personal growth, and professional development of students across SIU constituents.

3. Scope and Applicability

The policy applies to all the constituent institutes of SIU offering Full-time Bachelor's and Master's programmes.

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4. Objectives

The objective of a Mentor-Mentee Policy is to establish a structured framework for students' academic, professional, and personal development through guidance from faculty or senior mentors.

5. Definitions

a) **Mentor:** A mentor is a full-time teacher or faculty member at SIU who has been assigned mentees to offer knowledge, insight, perspective, or skills that help students navigate their academic and professional journey beyond the classroom.
b) **Mentee:** All students who are enrolled full-time at SIU are to be considered mentees of the respective constituents.
c) A mentorship program is a formal initiative established to cultivate a professional relationship between mentors and mentees and promote personal, academic, and professional development. This program provides essential guidance, support, and knowledge exchange, enabling the mentee to accomplish their objectives, enhance their skills, and effectively navigate challenges. Concurrently, it allows mentors to develop their leadership and coaching capabilities.

6. Details

6.1Purpose: Holistic Student Mentorship and Support

- **Academic Orientation** – To assist new students in understanding the academic curriculum, exam patterns, and co-curricular activities.
- **Study Guidance** – To guide students academically to help them become better individuals and competent professionals.
- **Preparation for Facing Challenges** – To encourage students to embrace challenges by participating in events, extracurricular activities, and competitions.
- **Confidence Building** – To boost student morale and confidence by providing constant support and guidance.
- **Addressing Concerns and Directing to Resources** – To provide a channel for students who may need psychological counseling or have disciplinary issues, connecting them with the appropriate experts within the University. In the case of psychological support, guide the mentees to SCEW for psychological counseling.

6.2 Types of Mentors

a. Chief Mentor – A senior faculty member, usually the Head of Department, nominated by the Director to oversee and guide the overall mentoring program.

b. Faculty Mentors – Full-time faculty members with a minimum of six months of experience at SIU, responsible for mentoring students academically and professionally.

c. Student/Alumnae Mentors – Senior students or alumnae designated by the Chief Mentor to provide guidance and support to junior students as needed.

d. Corporate Mentors – External industry professionals invited preferably twice a year to mentor students on corporate culture, industry trends, and professional expectations.

e. Buddy Program—A peer mentorship initiative in which international students are paired with Indian student buddies who help them navigate academic and everyday life challenges, monitored by the International Cell at the constituents.

f. Mentoring Learners with Diverse Needs – A specialized mentoring approach for students with diverse needs, ensuring tailored support for their academic and personal development in accordance with SIU's diversity guidelines (Notification No SIU/U-28/1354/2023/5429).

6.3 The Student: Teacher Ratio/ Mentor: Mentee Ratio

a. Every student in the institute is assigned a mentor at the beginning of the Academic year.
b. Every institute can decide the mentor-mentee ratio depending on the number of admissions to that programme. It is suggested that the ratio does not exceed 1:20 per batch.

6.4 Implementation of the Mentor-Mentee System

6.4.1 Initiation and Oversight

- Every institute shall implement a mentor-mentee system at the commencement of the new academic year.
- The **Director** of the institute serves as the senior-most mentor and is responsible for implementing the mentor-mentee policy.
- The **Deputy Director (Academics/Administrative) or any senior faculty member identified by the Director** acts as the next senior mentor, overseeing the policy's practical application and monitoring its execution.
- The Deputy Director, a senior faculty member, or the Head of the Department may assume the role of **Chief Mentor**.

6.4.2 Mentor-Mentee Assignment

- At the outset of the academic year, an institutional circular will delineate specific mentor-mentee pairings.
- The **Chief Mentor** is responsible for facilitating the assignment and ensuring smooth operation.
- Faculty mentors must submit reports to the Chief Mentor regarding their meetings, challenges faced, and proposed actions.

7. Roles, Responsibilities, and Guidelines for Mentors

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7.1 Mentor Responsibilities

Mentors should:

a. Schedule and conduct meetings as per institutional guidelines.
b. Submit meeting reports within five working days.
c. Maintain mentorship records in a structured mentorship book.
d. Reschedule meetings once for absent mentees; repeated absences should be reported.
e. Maintain mentee attendance, performance, and participation records.
f. Regularly update academic coordinators on mentee progress.
g. Discuss mentee observations with the Director and organize required sessions.
h. The Director must submit records of all mentoring activities to the Vice Chancellor.
i. Encourage mentees to engage in internal and external institute events.
j. Assist new students in understanding the academic curriculum, exam patterns, and co-curricular activities.
k. Guide mentees in making informed decisions and handling challenges.
l. Develop mentees to align with corporate expectations.
m. Instill confidence and ethical values in mentees for their professional careers.
n. Refer mentees with non-academic or disciplinary issues to psychological counselors or relevant authorities.
o. Maintain confidentiality regarding mentee data.

7.2 Specialized Mentorship Initiatives

- **Student Mentors & Peer Mentors**: Faculty mentors may appoint senior students as student mentors to provide additional guidance.
- **International Student Buddy Program**: Faculty mentors may designate a buddy for international students, monitored by the Symbiosis Center for International Education (SCIE).

8. Mentor-Mentee Appointment and Meetings

8.1 Induction and Orientation

- Upon admission, students and their guardians receive an introduction to the mentorship program.
- An induction meeting for new mentors and mentees should be conducted within the first month of the academic year.
- Faculty mentors assess mentees' capacities and needs at the beginning of the academic year and organize relevant sessions accordingly.
- The mentor-mentee relationship lasts throughout the student's academic journey; new mentors will be assigned in case of mentor resignation or transfer.
- The **Symbiosis Teaching Learning and Resource Centre (STLRC)** organizes an induction and training program for new mentors.

8.2 Meeting Frequency and Format

- Mentor-mentee meetings should be held **monthly** (or as per institutional policy, if student strength in high).
- Faculty mentors should meet **peer mentors monthly**.
- Chief Mentors must monitor the program closely and suggest appropriate courses of action.
- Faculty mentors should maintain records of all mentoring activities and submit reports to the **Director**. A format of student records is appended in the Forms Section of this document.

9. Record-Keeping and Reporting

9.1 **Documentation of Meetings**

- Meeting records should follow a standardized format, including:
  - Date, time, duration, nature of discussion, suggestions, and recommendations.
  - Activities and sessions based on these recommendations.
  - Action-taken reports must be diligently maintained.
  - Maintain confidentiality regarding mentee data.

9.2 **Reporting**

- **Deputy Director or equivalent position in the institute** submits quarterly reports to the Director summarizing progress and challenges.
- **Directors** oversee the system's smooth operation and receive updates from the Deputy Director.
- The Deputy Director or equivalent position in the institute submits a semi-annual report on the outcomes of the Mentor-Mentee program.
- **Directors submit a quarterly report to the Vice Chancellor**, highlighting challenges and outcomes.

- The **Quality Management and Benchmarking (QMB) and the Department of Student Welfare (DSW)** assess the program's effectiveness and highlight best practices in IQAC or any relevant statutory body for reporting it to the accreditors.

10. Evaluation and Feedback

To ensure continuous improvement and effectiveness of the Mentor-Mentee Programme, structured evaluation and feedback mechanisms shall be implemented across all constituent institutes of SIU:

10.1 Feedback from Mentees: Anonymous feedback forms will be administered twice a year by the constituents to capture mentees' perceptions on the quality, frequency, and usefulness of mentoring interactions.

10.2. Feedback from Mentors: Mentors will submit reflective reports once a year to the chief mentor, highlighting challenges, success stories, and recommendations for strengthening the programme.

10.3. Programme Effectiveness Review: Chief Mentors and Directors will review consolidated feedback at the end of each semester and present outcomes to the Vice Chancellor through quarterly reports.

10.4. External Evaluation: The Quality Management and Benchmarking (QMB) and Department of Student Welfare (DSW) will periodically evaluate the programme's impact and identify best practices for continuous enhancement.

These mechanisms create a two-way feedback loop that encourages accountability and builds a culture of responsive mentorship.

11. Confidentiality and Privacy

Confidentiality is a cornerstone of the mentoring relationship. To build trust and ensure a safe mentoring environment:

11.1 Confidential Discussions: All personal or sensitive information shared between mentor and mentee must remain confidential unless disclosure is necessary to safeguard the student's well-being or is required by University policies.

11.2 Data Protection: Mentorship records, reports, and feedback will be stored securely in line with the University's privacy guidelines.

11.3 Ethical Adherence: Mentors are expected to maintain professional boundaries and adhere to SIU's Code of Ethics and Diversity Guidelines while supporting mentees.

12. Conclusion

The Mentor-Mentee Policy at Symbiosis International (Deemed University) reaffirms the institution's commitment to holistic student development. By providing structured support systems, meaningful guidance, and opportunities for recognition, the policy bridges aspirations with achievements, nurturing students into confident, ethical, and competent global citizens. Anchored in the University's philosophy of Vasudhaiva Kutumbakam, this programme seeks to create an inclusive and empowering environment where every student thrives academically, professionally, and personally.

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Appendix 1

Name of the Institute:						
Name of the Programme:						
Mentoring Report (AY)						
Name of the Faculty:				Mentor In-Charge:		
Co Mentor:						
S.N.	Name of the mentee	PRN	Programme name	Batch	Issues raised in the course of mentoring	Suggestions for the resolution of the issue
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
Signature of the faculty:						
Faculty Name:						

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