MANIPAL UNIVERSITY JAIPUR

Policy Mentor Mentee Scheme for Students' Engagement at MUJ

Genesis

1.   Students are the ambassadors of the institution who brings laurels to their alma-matter worldwide and need to be given life time experience. It can be intimidating to join university or college after the nurturing, security and confidence that one has enjoyed in schools. Transition to higher education is crucial and the experiences of the transition process influence a student' subsequent academic, personality, social and career development. The five essential elements of positive transition are to be ensured at University namely (i) Personality and personal development, (ii) Satisfying academic life, (iii) Defining career and life goals, (iv) Learning personal organization and decision-making and (v) Development of personal values, social norms and integrity.

2.   MUJ has always been on the forefront has been adopting pathbreaking practices to ensure holistic development of the students. Accordingly, to align with the vision and mission of the Manipal University Jaipur, it has been realized that we need to put in place an effective mentor-mentee system that would allow students to develop holistically and realize their true potential.

Implementation of Mentor – Mentee Scheme

3.   **For Engineering Courses**: The University operates at 1:15 teacher student ratio. First year's students would continue to be under the TG scheme. All students of 2nd, 3rd and 4th years are to be equally distributed among teachers from each year. A teacher would continue to be the mentor of these students who have been allocated to him in the first year throughout their stay in the University. Every year 4th year students would complete their degree and new students of second year are to be allocated to him. This is illustrated below:

Illustration

(i)	Intake of students / per year	= 180
(ii)	Total strength of students of 2nd, 3rd and 4th year..................	= 540
(iii)	Probable faculty Strength (1:15) (540/15)	= 36
(iv)	Faculty member in Admin position HoD/Director/Dean etc (Assume)	= 06
(v)	Balance Faculty members...	= 30
(vi)	Students allocation to Faculty member 'A' from 2nd year (180/30)	= 06
(vii)	Students allocation to Faculty member 'A' from 3rd year (180/30)	= 06
(viii)	Students allocation to Faculty member 'A' from 4th year (180/30)	= 06
(ix)	Total number of Students allocation to Faculty member A (6+6+6)	= 18

4.   Therefore, each faculty member will get only 6 new students for mentoring every year. This process will help in effective monitoring and mentoring of students by faculty members. This would ensure focused problem-solving with involvement of all the faculty members while handling small number of students by each faculty member.

5.   In addition, each faculty member can make two teams comprising of three/two students and allocate them a long-term project for three years from his area of research or supervise a project proposed by student/s to ensure comprehensive learning by the students. This long-term project may culminate into final project of the students that would facilitate holistic leaning by students and implementation of concepts while ensuring high level of productivity. This would facilitate faculty members to carry forward their research through highly enthusiastic and innovative under graduate students leading to meaningful publications. However, a student would be free to choose his guide and area of project. Even a student may be allowed to a different project every semester, if he/she desires. It is pertinent to mention that mentor would be same as allocated in the 2nd year.

6.   **Non-Engineering Courses.**   The variation for Non-Engineering courses is that Mentor-Mentee allocation will be from the first year onward.

Execution

7.   Following actions are to be initiated and scheme is to be brought into operation from 01 Jan 2020: -

(i)   HoD is requested to allocate students equally from each year to each faculty members except Deans/Directors/ HoDs as enumerated above. All mentee students should be preferably from the same section. The allocation of Engineering students would be from second year and all other courses from first year onwards.

(ii)   The mentor is not to be changed for next three years unless a faculty member proceeds on long leave/transfer/leaves the organization. In that case, it is to be allotted to the new faculty member in lieu and interim arrangement is to be made as deemed appropriate by HoD in consultation with respective Director of the school.

(iii)   Any concern arising between mentor and mentee is to be resolved by counselling of both by HoD. If required, it may be escalated to Director level.

(iv)   Explain the implementation methodology to all faculty member.

(v)   The mentors are to keep track of the attendance of their respective mentees on biweekly basis and intimate parents and discuss with them that requires their attention.

(vi) The mentor is to keep track of the academic performance of their respective mentees after every sessional and end term examination and intimate parents and discuss with parents that requires their attention.

(vii) The mentors are to interact with their mentees at-least on biweekly basis and record the brief findings. An immediate remedial action in consultation with HoD/Director/ Dean to be initiated by mentor for any cause of concern.

(viii) The mentors are to allocate long term project to the students from second year onward which shall continue till final year of the student and take at-least biweekly feedback on the progress of the same. They may make group two or three for each project. The allocated project would be credit based assessed under Seminar / PBL credit. In case, a student wants to undertake a different project/ or under different supervisor, he/she may be allowed.

(ix) The required assistance to be provided by HoD/Director/Dean to the faculty members as required to create holistic environment for teaching and learning, students and faculty development and quality relationship between students and faculty members.
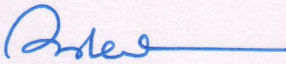
Review

8. The proposed scheme is being implemented in its present form and would be introspected from time to time to implement course correction, required if any, to make it progressively more effective.

MUJ/REGR/POLICY/1850/2019/

Date : 6 Dec 2019

Dr H Ravishankar Kamath
Registrar