



Sant Baba Bhag Singh UNIVERSITY

Village: Khiala: PO: Padhiana, Distt: Jalandhar 144030

Ref. No. :- SBBSU/DA/25/169

Date :- 08/08/25

Mentorship Guidelines Handbook

(For Undergraduate & Postgraduate Students)

1. Introduction

The mentorship program at SBBSU is designed to provide structured guidance and support to students for their academic, personal, and professional development. This handbook outlines roles, responsibilities, processes, and documentation formats for smooth implementation of the Mentorship Policy.

2. Roles & Responsibilities

2.1 Mentor's Responsibilities

- Act as the first point of contact for all academic and personal issues of mentees.
- Maintain updated academic and personal records of each mentee.
- Provide guidance on attendance, performance, career planning, research, internships, and higher education.
- Counsel and motivate students during difficult times (stress, homesickness, failure, etc.).
- Communicate with parents/guardians, if necessary, especially in cases of poor attendance, performance, or behavioral issues.
- Encourage holistic growth by guiding mentees to participate in extracurricular and extension activities.

2.2 Mentee's Responsibilities

- Regularly interact with the mentor and attend all scheduled meetings.
- Share academic progress, challenges, and aspirations honestly.
- Seek advice on academic planning, career goals, and personal concerns.
- Show respect and trust in the mentor-mentee relationship.

2.3 Departmental Mentorship Coordinator

- Allocate students to faculty mentors at the beginning of each academic session.
- Maintain consolidated records of departmental mentorship activities.
- Submit semester-wise reports to the Head of Department (HoD).

2.4 University Mentorship Committee

- Headed by the Dean Student Welfare.
- Conducts training and orientation for mentors.
- Reviews annual reports and suggests improvements.

3. Mentor–Mentee Meetings

3.1 Frequency

- UG students: Minimum 2 formal meetings per semester.
- PG students: Minimum 1 formal meeting per semester.
- Additional informal interactions as required.

3.2 Meeting Agenda (Suggested)

- First Meeting (Beginning of Semester): Introduction, goal setting, review of previous performance.
- Mid-Semester Meeting: Attendance check, progress review, personal interaction.
- End of Semester Meeting: Academic performance analysis, future planning, feedback.

4. Documentation Formats

Each mentor must maintain a Mentorship File / Digital Record. Suggested formats are given in annexure.

The above is submitted for kind approval please.


Dean Academic
08.8.25

To:

Worthy Vice-Chancellor (for your kind approval please)





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Annexure 1: Mentor Profile Form

Name of Mentor	
Department	
Designation	
Contact Number	
Email ID	
Specialization/Areas of Interest	



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Annexure 2: Student (Mentee) Profile Form

Name of Student	
Program & Semester	
Enrollment Number	
Contact Number	
Email ID	
Parent/Guardian Name & Contact	
Hostel/Day Scholar	
Academic Background (X, XII, UG if applicable)	
Career Goals/Interests	



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Annexure 3: Mentor–Mentee Meeting Record Sheet

Date	Mode (Online/Offline)	Key Issues Discussed	Action/Advice Given	Follow-up Required	Signature of Mentor
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Annexure 5: Parent Interaction Sheet

Date	Parent/Guardian Contacted	Issue Discussed	Action Taken
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Annexure 6: Semester Consolidated Report Format

Mentor Name	Number of Students	Major Issues Identified	Actions Taken	Recommendations



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Annexure 7: Student Feedback Form

Please rate the mentorship program on the following aspects (1 – Poor, 5 – Excellent):

Regularity of Mentor Meetings	Rating (1–5)
Usefulness of Academic Guidance	Rating (1–5)
Helpfulness in Personal/Emotional Support	Rating (1–5)
Guidance for Career/Higher Education	Rating (1–5)
Accessibility of Mentor	Rating (1–5)
Overall Satisfaction	Rating (1–5)



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Annexure 8: Mentor Feedback Form

Please share your feedback on the mentorship program:

Ease of Maintaining Records	
Student Responsiveness	
Support from Department/University	
Challenges Faced	
Suggestions for Improvement	