251/SMU/REG/DOR/117/2023

20/10/2023

To,

Director, SMIT
Dean SMIMS
Principal SMCON
Principal SMCPT
Convenor, FHSS&LA
Coordinator MHA
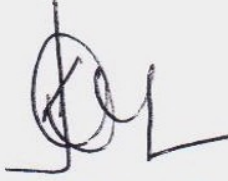Prof & Offg Head, Medical Biotechnology

Students Research and Mentor Mentee Policy - 2023

It is hereby notified to all concerned that Student Research and Mentor Mentee policy is herebyformulated and will be effective from 01 Nov 2023.

It is also to be noted by all that policy is to be complied with by all concerned. The policy will be reviewed as required.

A report on the allocation of teachers and any observations on the policy to be submitted to the undersigned by 15th Dec 2023.

Prof (Dr) Bidita Khandelwal
Director, DOR

Copy to

HVC, SMU for information.
Registrar, SMU

Policy Mentor Mentee Scheme for Students' Engagement at SMU

Genesis

1. Students are the ambassadors of the institution who brings laurels to their alma-matter worldwideand need to be given lifetime 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. Sikkim Manipal University (SMU) has always been on the forefront in adopting pathbreaking practices to ensure holistic development of the students. Accordingly, to achieve the vision and mission of SMU, 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 1:20 teacher student ratio. First year studentswould 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 / TG of these students who have been allocated to him in the second year throughout their stay in the university. Everyyear 4th year students would complete their degree and new students of second year are to be allocated tohim. 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 (1:20) (540/20)	= 27
(iv)	Faculty member in Admin position HoD etc.	= 03
(v)	Balance Faculty members	= 24

(vi) Students' allocation to Faculty member 'A' from 2nd year   = 08
(180/24)

(vii) Students' allocation to Faculty member 'A' from 3rd year   = 08
(180/24)

(viii) Students' allocation to Faculty member 'A' from 4th year   = 08
(180/24)

(ix) Total number of Students allocation to Faculty member A   = 24
(8+8+8)

4.   Therefore, each faculty member will get only 8 new students for mentoring every year. This processwill 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 a small number ofstudents by each faculty member.

5.   In addition, each faculty member can make two teams comprising of four students each and allocatethem 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 afinal year project of the students that would facilitate holistic learning by students and implementation ofconcepts while ensuring high level of productivity. This would facilitate faculty members to carry forward their research through highly enthusiastic and innovative undergraduate students leading to meaningful publications.

6.   **Non-Engineering Courses.** The variation for non-Engineering courses is that Mentor-Mentee allocation will be as per the teacher student ratio in each college.

Execution

7.   Following actions are to be initiated and scheme is to be brought into operation from with immediateeffect: -

(i)   HoD is requested to allocate students equally from each year to each faculty members as enumerated above. All mentee students should preferably be from the same section. The allocationof students would be first year onwards for courses of 3 years duration and from second year for courses of four or more duration.

(ii)   The mentor is not to be changed for the next three years unless a faculty member proceeds onlong 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.

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

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

(v) The mentors are to keep track of the attendance of their respective mentees on a 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 a biweekly basis and record the brief findings. An immediate remedial action in consultation with HoD/Director to be initiated by mentorfor any cause of concern.

(viii) The mentors are to allocate long term projects to the students from second year onward whichshall continue till final year of the student and take weekly feedback on the progress of the same. As stated above, mentor to form group three/four students for each project. The allocated project would be credit based assessed under Seminar / Project Based Learning (PBL) credit/IA

(ix) The required assistance to be provided by HoD/HoI 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 reviewed from timeto time to implement course correction required, if any, to make it progressively more effective.