



Lok Jagruti Kendra University (LJ University)
University with a Difference

(Lok Jagruti Kendra University Established by Gujarat Act No. 19 of 2019)

Mentor-Mentee Policy

Lok Jagruti Kendra University (LJKU)



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Index

1. Introduction
2. Objectives
3. Structure of the Mentoring System
 - 3.1 Mentor Allocation
 - 3.2 Roles & Responsibilities of Mentors
 - 3.3 Roles & Responsibilities of Mentees
4. Mentoring Mechanism
5. Code of Conduct
 - 5.1 Do's for Mentors
 - 5.2 Don'ts for Mentors
6. Expected Outcomes
7. Review & Monitoring
8. Conclusion



1. Introduction

At Lok Jagruti Kendra University (LJKU), mentoring is recognized as an essential element in fostering academic, professional, and personal growth. The university has implemented a structured **Mentor-Mentee Program** to provide individualized support to students throughout their academic journey. This policy ensures that students receive appropriate guidance in academics, career planning, emotional well-being, and skill development.

2. Objectives

The primary objectives of the mentor-mentee system are:

- To assist students in adapting to the academic environment of LJKU.
- To provide academic, professional, and emotional support.
- To enhance student performance through personalized mentoring.
- To create a support system that helps students achieve their career aspirations.
- To develop interpersonal and professional skills among students.
- To promote a culture of continuous learning and self-improvement.

3. Structure of the Mentoring System

3.1 Mentor Allocation

- Each student will be assigned a faculty mentor at the beginning of the academic year.
- The student-to-mentor ratio will be approximately **10:1 to 12:1**, ensuring personalized attention.
- Mentor allocation will be done through a centralized system, considering academic departments and faculty expertise.
- Mentors will remain assigned to the students throughout their academic tenure, with reviews conducted every semester.

3.2 Roles & Responsibilities of Mentors

- Conduct **regular meetings** with mentees (at least once a month).
- Provide academic guidance, career counseling, and personal support.
- Monitor the **academic progress** and attendance of mentees.
- Identify and support **slow learners** and students needing extra assistance.
- Encourage participation in **co-curricular and extracurricular activities**.
- Facilitate access to **internship and industry exposure opportunities**.
- Maintain a record of student progress and submit reports to the mentorship committee.



3.3 Roles & Responsibilities of Mentees

- Attend scheduled mentorship meetings and actively participate in discussions.
- Seek guidance on academic, career, and personal challenges.
- Set academic and career goals with the help of mentors.
- Maintain regular communication with mentors and update them on progress.
- Respect mentor's time and guidance, following their advice for self-improvement.

4. Mentoring Mechanism

1. **Orientation Session** – First-year students will attend an **orientation program** introducing them to the mentoring system.
2. **Initial Mentor-Mentee Meeting** – The first formal meeting will establish expectations and goals.
3. **Regular Meetings** – Scheduled meetings will take place **monthly**, with additional interactions as needed.
4. **Tracking and Assessment** – Mentors will maintain records of each mentee's progress, attendance, and performance.
5. **Parental Involvement** – If required, mentors will coordinate with parents for students facing academic challenges.
6. **Feedback & Evaluation** – Regular surveys will be conducted to assess the effectiveness of the mentoring system.

5. Code of Conduct

5.1 Do's for Mentors

- Be **approachable**, empathetic, and understanding.
- Provide **constructive feedback** and encourage mentees.
- Guide students in **scholarship opportunities, industry trends, and networking**.
- Encourage **self-learning, research, and skill development**.

5.2 Don'ts for Mentors

- Do not **dictate decisions**; instead, facilitate mentees' self-growth.
- Avoid any **bias or discrimination**.
- Do not engage in activities without prior approval from the department head.



6. Expected Outcomes

- **Improved academic performance** and reduced dropout rates.
- **Stronger industry connections** and enhanced employability.
- **Greater confidence and motivation** among students.
- **Holistic student development**, encompassing academic, professional, and personal growth.
- A **positive and inclusive learning environment** at LJKU.

7. Review & Monitoring

- The Mentor-Mentee Committee will review the mentoring process **annually** and update policies based on feedback.
- Student progress reports will be submitted at the end of each semester.
- Recommendations for improvements will be made based on mentor and mentee feedback.

8. Conclusion

The **Mentor-Mentee Program at LJKU** is designed to ensure every student receives guidance and support to excel in their academic and professional journey. By fostering a **culture of mentorship**, the university aims to create responsible, competent, and well-rounded individuals ready for the challenges of the future.