दक्षिण बिहार केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF SOUTH BIHAR

(A Central University Established By an Act of Parliament)
NAAC Accredited A++ Grade and Category-I University by UGC

CUSB /Acad/1-1/2024/...A6689...   Date:...03.04.25...

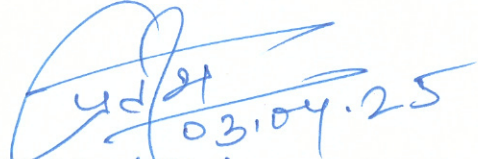## NOTIFICATION

The Academic Council of Central University of South Bihar in its 23rd meeting held on 5th July, 2024 vide Resolution No. – 32/AC-23/24 has considered and approved the "*Standard Operating Procedure (SoP) for Student Mentoring System*".

The above referred decision of Academic Council was further approved by the Executive Council of Central University of South Bihar in its 54th meeting held on 22.01.2025.
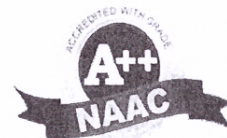
Accordingly, the "*Standard Operating Procedure (SoP) for Student Mentoring System*" (copy enclosed) is hereby notified for implementation.

Encl. :- As above.

Registrar (I/C)

Copy to :

1. The Deans of all Schools, CUSB
2. The Heads of all Departments, CUSB
3. All faculty members, CUSB
4. The Librarian, CUSB
5. Vice-Chancellor's Secretariat, CUSB
6. PS/PA to Registrar/Finance Officer/CoE, CUSB
7. DR (Gen. Admn.) / SO (Gen. Admn.), CUSB
8. DR (Acad. & Exam.) / AR (Accad. & Exam.), CUSB
9. System Analyst, CUSB
10. PRO, CUSB
11. Guard File

STANDARD OPERATING PROCEDURE (SOP) FOR

STUDENT MENTORING SYSTEM

CENTRAL UNIVERSITY OF SOUTH BIHAR

(Established under the Central Universities Act, 2009)

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur
P.S. – Tekari, District – Gaya (Bihar) Pin- 824236, website: www.cusb.ac.in

1. Preamble

The Mentor Mentee Program is an essential tool to ensure a bright and successful career of students by bridging the gap between the faculty and students. Mentoring provides the students emotional and instrumental support, guidance, encouragement and a better environment in the University.

The motto of the mentor and mentee program is aimed at addressing the inclusive needs of students like learning, social, academic enhancement and personal development.

Mentoring is a process of engagement that is most successful when done collaboratively and is a reflective process that requires preparation and dedication.

2. Objectives:

2.1 Support for building academic leaders who have knowledge, skills and abilities

2.2 Foster higher levels of engagement and career vision

2.3 Equip faculty members with the tools necessary to enhance their capability within their current roles

2.4 Create opportunities to meet and partner with stakeholders or to bridge cultural boundaries

2.5 Create a culture that sees mentorship as an effective way of developing proficient individuals

2.6 The goal set by NEP 2020 which envisages not only to impart education but also to facilitate holistic development and psychological support to the students. In order to achieve this goal, 'the mentor and mentee system' has been adopted in the University.

3. Definition Clause

3.1 **Mentor:** The term 'Mentor' means a faculty member of the University who leads through guidance and provides motivation to the mentee. Mentoring is a process by which teachers as mentors counsel, guide, instruct and facilitate the intellectual and/or career enhancement of the mentee.

3.2 **Mentee:** The term 'Mentee' means all those bona fide students who are studying under the different Departments/Schools of University and who want to learn and seek valuable advice from the mentor.
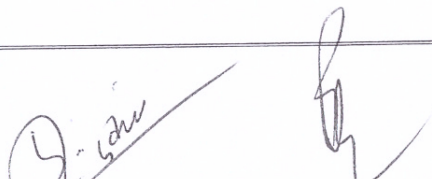
4. RESPONSIBILITIES OF MENTOR AND MENTEE:

4.1 Responsibilities of the Mentor

a. To form a group on (social media platform or create an e-mail group) of the allocated mentees separately for all the batches

b. To interact with the mentee whenever desirable

c. To monitor the attendance of the mentees

d. To monitor the academic performance based progress of the mentee

e. To respond to the messages/e-mails sent by the mentee

f. To focus on the well-being of mentee for offering them psychological, serious problem and personal counsel for various individual problems

g. To guide academic underachievers and to help them cope with academic pressure

h. To guide and advise the mentee and to help them attain future growth

4.2 Responsibilities of the Mentee

a. To maintain seamless contacts with their members and to benefit from their mentor's knowledge and experience

b. To attend the meetings as per schedule

c. To complete the mentoring feedback survey at the end of each month

d. To fill personal information in the form at the time of joining the mentor-mentee system

e. To provide details of attendance, continuous assessment, test, end term examination, co-curricular, extra-curricular activities to the mentor whenever asked for

f. To repose confidence in the mentor and seek his/her advice whenever required

g. To encourage the slow learners to make share their subject related reading and report/doubts/queries/problems with the mentor regularly

h. To ensure that the mentor has an easy access to the parents of his/her mentee to discuss his/her progress and/or any other matter, as and when required

5. **Allocation of Mentees to Faculty Mentors**

   5.1 Identification of mentors by the respective schools/departments

   5.2 Allotment of mentees to the mentor shall be based on the strength of student and faculty members. The distribution of the mentees will be made as per the enrollment no. wise list of the enrolled students.

   5.3 A notification letter is to be given to each mentor regarding his/her allotted mentees.

   5.4 Mentors allotted in the first year remain mentors for the complete academic tenure of the mentee. In case of the mentor leaving/resigning from service, he/she will inform the Dean/HoD about the same in order that the notification of a new allotment would be circulated accordingly.

   5.5 Sharing the list of mentees with the mentor

   5.6 Informing the mentees through email/Whatsapp/Mobile No. etc.

   5.7 Upload the list of mentors and mentees on the SAMARTH Portal with their contact no. and e-mail address.
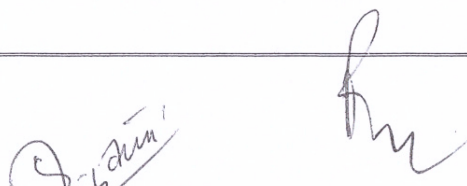
6. **Maintain Register**

   The Mentor shall maintain a register for each mentee in order to maintain records of their meetings. The details of the mentee's academic record, parent contact nos., any medical or personal problems, co-curricular activities, general behavior in class, future plan, mentoring reports and other important documents e.g. medical certificate, etc. will be entered in the register.

7. **Meetings**

   Periodic meetings with the mentees shall be organised to monitor their progress, lecture attendance, performance and their psychological well-being etc. by scheduling sessions and recording attendance of the meeting. Mentors should meet the mentees on regular basis (at least once a month/whenever desirable). However, additional meetings can be arranged depending on the needs of the mentees.
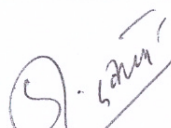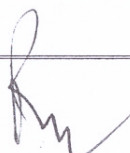
8. **Monitoring Body**

   A monitoring body shall be constituted by the Hon'ble Vice Chancellor of the University for the smooth and better implementation of the mentor and mentee program. The

monitoring body shall make an assessment by the activities entrusted by the mentors and shall submit its report at the end of every session. And those mentor who has been conducted maximum meetings will be awarded a Certificate of Appreciation by the Vice-Chancellor of the University.

9. Feedback

An open-ended mentoring feedback survey (Annexure-1) would take place quarterly and would be analyzed by the Nodal Officer. On the basis of responses, Dean/HOD will formulate the strategy to further strengthen the mentoring system.

Feedback Form by Mentee

1. Did you attend meetings constantly?

a) All the sessions

b) Missed in between

c) Not attended at all

2. Is your mentor easily accessible?

a) Yes

b) No

3. If No, What are the hindering factors in approaching your mentors?

a) Time constraint

b) Uninterested mentors

c) Not able to contact

d) Never tried to contact the mentors

e) No hindering factors

4. Does your mentor take your problem seriously?

a) Yes

b) No

5. What type of mentoring do you prefer?

a) One to One

b) Group

c) Both

6. What mode of mentoring do you prefer?

a) Direct

b) Audio Call

c) Messaging

d) E-mail

e) Video call

7. How frequently the mentoring is done?

a) Every week

b) Every fortnight

c) Every month

d) In each quarter

8. What are the things you may like to discuss with your mentors?

a) Only academics

b) Professional

c) Other than academics such as your personal problems, health care, and habits

9. Suggestions, if any by the mentee