



**D. Y. PATIL
EDUCATION SOCIETY
DEEMED TO BE UNIVERSITY**

KOLHAPUR

NAAC with 'A***' Grade in 3rd Cycle

Diamond: QS I-GAUGE Indian University Ratings

Student Mentoring Policy

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D. Y. PATIL EDUCATION SOCIETY (DEEMED TO BE UNIVERSITY), KOLHAPUR

Student Mentoring Policy

Effective Date: 25/05/2023

Approved By: University Council

Review Date: Not later than 3 years

1. Purpose

The purpose of this policy is to establish a structured, supportive, and holistic mentoring program for undergraduate and postgraduate students through the appointment of faculty mentors. This policy is intended to:

- Enhance students' academic performance, career planning, and personal development.
 - Provide a framework for regular, confidential, and constructive interactions between students and mentors.
 - Link students to additional support services, including counselling by the University's Clinical Psychologist and assistance from the Department of Psychiatry when necessary.
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2. Scope

This policy applies to all undergraduate and postgraduate students enrolled at the University and to all faculty members appointed as mentors. It covers mentoring activities in academic, professional, and personal areas, with specific referral pathways to the Clinical Psychologist and the Department of Psychiatry in cases requiring specialized mental health and well-being support.

3. Guiding Principles

- **Holistic Development:** Mentoring is aimed at fostering both academic excellence and personal growth.
 - **Confidentiality and Trust:** All mentoring interactions are confidential to encourage open dialogue, except in situations where disclosure is necessary by law or policy.
 - **Inclusivity:** All students are eligible for mentoring support regardless of background, discipline, or academic performance.
 - **Collaboration:** Faculty mentors, the Clinical Psychologist, and the Department of Psychiatry will work in a collaborative manner to support student well-being.
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4. Roles and Responsibilities

4.1 Faculty Mentors

- **Primary Contact:** Serve as the primary academic and personal development advisor for assigned students.
- **Regular Meetings:** Conduct regular, scheduled one-on-one or small group mentoring sessions to discuss academic progress, career goals, challenges, and well-being.
- **Documentation:** Maintain confidential records of mentoring sessions, including goals, action plans, and progress updates.
- **Referral:** Provide guidance and refer students to the Clinical Psychologist or the Department of Psychiatry if issues beyond academic and general personal support are identified. This is to be routed through the Head of Department and the Head of the Institution,

4.2 Students

- **Engagement:** Actively participate in scheduled mentoring sessions and adhere to mutually agreed goals.
- **Communication:** Communicate openly with mentors about academic, career, and personal challenges.
- **Feedback:** Provide feedback to mentors and the mentoring program coordinators to continuously improve the mentoring process.

4.3 University Administration

- **Program Coordination:** The Office of Academic Affairs (or designated Mentoring Program Coordinator) will oversee the mentoring program, ensuring appropriate mentor–mentee matching, scheduling, training, and support.
- **Support Services Integration:** Coordinate with the University’s Clinical Psychologist and the Department of Psychiatry to establish clear referral pathways and collaborative support mechanisms.
- **Training:** Facilitate regular training sessions for mentors on effective mentoring practices, confidentiality, and referral procedures.
- **Information to Parents:** Share pertinent information with parents and or request their presence to discuss matters perceived to be of concern.

4.4 Clinical Psychologist & Department of Psychiatry

- **Specialized Support:** Provide confidential counselling and psychiatric support to students as needed.
- **Referral Collaboration:** Work closely with faculty mentors to facilitate early intervention for students experiencing mental health challenges.
- **Workshops and Seminars:** Organize periodic wellness workshops and seminars to promote mental well-being among the student population.

5. Implementation Procedures

5.1 Mentor Assignment and Orientation

- **Selection:** Faculty members chosen as mentors should have a proven record of commitment to student development and be willing to undergo specific training in mentoring skills.
- **Matching:** The Mentoring Program Coordinator will match students with suitable mentors as per rotational system.
- **Orientation:** Both mentors and students will participate in an orientation session that outlines expectations, scheduling, confidentiality protocols, and available support services.

5.2 Mentoring Sessions

- **Frequency:** Mentoring sessions shall be held at least once per month or more frequently as required.
- **Format:** Sessions can be conducted face-to-face, via video conferencing, or as group sessions, depending on need and context.
- **Documentation:** Mentors will maintain a confidential record of discussions and actions, ensuring follow-up during subsequent meetings.

5.3 Monitoring and Evaluation

- **Feedback Mechanisms:** Periodic surveys and feedback forms will be used to evaluate the effectiveness of the mentoring program.
 - **Review Meetings:** The Mentoring Program Coordinator will conduct annual reviews to assess mentor–mentee progress and address any challenges.
 - **Continuous Improvement:** Based on feedback and performance data, the mentoring program will be refined and improved to better meet the needs of the student community.
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6. Confidentiality and Ethical Considerations

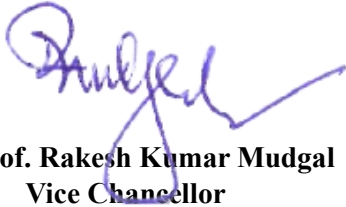
- Mentoring conversations are expected to remain confidential, with information disclosed only with the student's consent or when mandated by legal, ethical, or safety obligations.
 - Faculty mentors are expected to adhere to institutional ethical standards and to respect the privacy of student disclosures.
 - Clear understanding regarding situations that warrant referral to the University's Clinical Psychologist or the Department of Psychiatry is necessary.
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7. Policy Review

This policy will be reviewed every three years or sooner if necessary to adapt to changes in institutional priorities, regulatory requirements, or best practices in mentoring and student support services.

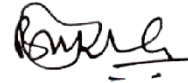
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