



Ref. No. KU/2024/Reg./NH/134

Dated 25.08.2024

OFFICE ORDER

Subject: Implementation of Policy for Mentoring Programmes

With the approval of the Competent Authority, **Kalinga University, Naya Raipur** is pleased to notify and implement the “**Policy for Mentoring Programmes**”.

The policy has been formulated to establish a structured **Mentor–Mentee Programme** for providing continuous academic, professional, career, and developmental guidance to students. The programme is intended to strengthen student–faculty interaction, monitor academic progress, support advanced and slow learners, facilitate career and internship guidance, and promote the overall development of students.

Accordingly, all Schools/Departments are directed to implement the following:

1. Each eligible student shall be assigned a designated **Faculty Mentor**, and the student shall be referred to as the **Mentee**.
2. Schools/Departments shall prepare and maintain an updated **Mentor–Mentee Allocation List**.
3. Mentors shall conduct regular Mentor–Mentee interactions and monitor the academic progress, attendance, participation, and developmental needs of their assigned Mentees.
4. Mentors shall provide appropriate guidance regarding academics, internships, training, placements, higher education, research, innovation, entrepreneurship, and skill development.
5. Students requiring additional academic assistance shall be identified and supported through suitable remedial and other academic interventions.
6. Advanced learners shall be encouraged to participate in research, innovation, competitions, internships, conferences, certifications, and other enrichment activities.
7. Mentors shall maintain appropriate records of Mentor–Mentee meetings, guidance provided, interventions, follow-up actions, and student progress.
8. The Head of the Department/Programme Coordinator/Mentoring Coordinator shall monitor the implementation of the programme and submit periodic reports as required.
9. The **Internal Quality Assurance Cell (IQAC)** shall monitor the implementation and documentation of the Mentoring Programme as part of the University's quality assurance and continuous improvement initiatives.



KALINGA UNIVERSITY

Established under Chhattisgarh Private Universities (Establishment and Operation) Act, 2005

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10. All mentoring activities shall be conducted in a professional, inclusive, respectful, and confidential manner.

The detailed **Policy for Mentoring Programmes** shall be treated as an integral part of this Office Order and shall be followed by all concerned. All Deans, Heads of Schools/Departments, Programme Coordinators, Faculty Mentors, and concerned staff members are hereby directed to ensure effective implementation and proper documentation of the policy.

This Office Order shall come into force with immediate effect.

Dr. Sandeep Gandhi

REGISTRAR
KALINGA UNIVERSITY
KOTNI, NEAR MANTRALAYA,
RAIPUR (CHHATTISGARH)
Copy to :

1. Hon'ble Chairman – For Kind Information *for kind info*
2. Hon'ble Chancellor – For Kind Information
3. Hon'ble Vice-Chancellor – For Kind Information *for Ascom*
4. Hon'ble Director General – For Kind Information *for Proctmt*
5. DAA & COE – For Information. *Di..*
6. Director IQAC – For Information. *lyu*
7. Director CCRC – For Information. *for Akshay*
8. Director Admission – For Information. *for*
9. Deputy Registrar & Head HR – For Information. *for B*
10. Chief Proctor – For Information. *for B*
11. DSW – For Information. *for*
12. SDG Cell – For Information. *lyu*
13. Training & Placement Department - For Information.
14. All Teaching & Non-Teaching Staff – For Information.
15. Research Cell – For Information *for*
16. Administrative Officer & Chief Warden/Hostel Wardens – For Information. *A.*
17. Admission Department – For Information. *for Durgam*
18. University Coordinator – For Information. *for*