

Proposal for Implementation of a Faculty Mentorship Scheme/Program for UG Students at RGIPT

Background

The holistic development and well-being of students are central to the academic mission of Rajiv Gandhi Institute of Petroleum Technology (RGIPT). In a residential and academically intensive academic environment, students often face academic pressure, personal challenges, emotional stress, and adjustment issues. To ensure continuous guidance and institutional support, it is proposed to implement a structured Faculty Mentorship Scheme for B.Tech students of 1st, 2nd and 3rd year. The mentorship system will create a formal platform where faculty members guide a group of students in academic, personal, and welfare-related matters. The program aims to strengthen student support mechanisms and ensure that student concerns are addressed in a timely and structured manner. The initiative will significantly strengthen the institution's student support system and contribute to the overall well-being and development of the student community.

Key Objectives of the Mentorship Scheme

- To promote overall academic, emotional, and personal well-being of students.
- To create a reliable and approachable support system for students.
- To identify academic or personal challenges at an early stage.
- To strengthen communication between students and institutional administration.
- To guide students regarding academic planning, career development, and responsible campus life.
- To build a supportive and inclusive campus culture.

Structure of the Mentorship Program

The proposed mentorship program will cover B.Tech students of 1st, 2nd and 3rd year of all branches. The estimated number of students in these batches is approximately 1500 or more. Each mentor will be assigned approximately 50 students. This distribution will ensure meaningful interaction between mentors and mentees. For girl students, female faculty members will be assigned as mentors to ensure comfort and ease in discussing academic, personal or welfare concerns.

Role and Responsibilities of Mentors

- Serve as the first point of contact for mentee students.
- Provide academic guidance and motivate students for improved performance.
- Assist students in handling stress, adjustment issues, or personal concerns.
- Encourage responsible conduct and positive participation in campus activities.
- Act as a bridge between students and higher authorities.
- Escalate serious concerns to appropriate authorities when required.
- Maintain regular interaction with mentee students.

Mentor–Mentee Interaction Mechanism

Mentors are expected to dedicate time to interact with their mentees and understand their academic progress and overall well-being. Group meetings may preferably be conducted at the new food court located in the hostel premises. The informal environment will facilitate open interaction. In addition to group meetings, mentors and mentees may meet personally at any other place within the campus according to their convenience. Mentee students may freely approach their mentors whenever required. Mentors will act as the first point of contact for addressing any student concerns.

Financial Support for Mentorship Meetings

In order to recognize and encourage the sincere efforts of faculty members participating in the mentorship program, it is proposed that each faculty mentor be provided with certain institutional support as a token of appreciation for their dedicated mentorship responsibilities. As a gesture of institutional recognition, it is proposed that each faculty mentor be provided with a contingency support of ₹10,000 per year. This contingency may be utilized by the faculty mentor to conduct research testing and experimental analysis at the Central Instrumentation Facility (CIF) of the institute, thereby supporting their academic and research activities. In addition, to facilitate meaningful interaction between mentors and mentee students, it is proposed that an amount of ₹5,000 per semester be allotted to each mentor for organizing mentorship meetings and informal discussions with their mentees. These meetings are intended to create a comfortable and open environment where students can freely share their academic challenges, personal concerns, and developmental needs. The new upcoming food court located near the hostel premises may serve as a convenient and accessible venue for such interactions. However, mentors may also choose to meet their mentee students at any other suitable location within the campus depending on mutual convenience and availability. For administrative convenience, the refreshment bills incurred during mentorship meetings may be submitted by the respective mentors to the Head Warden. The reimbursement process will be facilitated through the Hostel Administration, and the approved amount will be disbursed from the Hostel Welfare Account.

Implementation Mechanism

The mentorship program may be coordinated at the institute level under the supervision of the Dean (Student Affairs for Jais Campus)/Centre In-Charge (For Bangalore & Assam Campus) in consultation with the Head Warden and concerned academic departments. A list of mentors and their allocated mentees may be prepared at the beginning of each academic year by Head Warden. The allocation will be communicated officially to both faculty members and students. Each mentor may maintain a simple record

of mentor–mentee meetings and key student concerns. This will help track student welfare issues and facilitate appropriate institutional support.

Mentor Allocation Framework

Considering approximately 1500 students and an allocation of 50 students per mentor, the institute may require approximately 30 mentors. The allocation may be done department-wise or multidisciplinary wise to ensure administrative convenience and better academic guidance. Female faculty members will preferably be assigned to mentor girl students to ensure a supportive and comfortable mentoring environment. Each faculty mentor under the proposed mentorship scheme will be assigned a group of approximately 50 students. Accordingly, once a mentor is allotted a particular group of students, the same mentor will continue to guide that group as they progress through their academic years. For example, if a mentor is allotted 50 students from the first year of B.Tech, the mentor will continue to serve as their mentor when the same students move to the second and third years consecutively. Such continuity will allow mentors to closely track the academic performance, personal development, and overall well-being of their mentees over time, thereby fostering stronger mentor–mentee relationships, trust, and more effective guidance.

For the initial implementation of the program, it is proposed that mentors be allotted only to current first-year and second-year B.Tech students. Based on the current student strength, it is estimated that approximately 20 faculty mentors will be required at this stage. In the following semester, when a new B.Tech batch joins the institute, additional mentor allotments will be made accordingly so that the mentorship structure expands in a phased manner. To ensure effective participation and commitment, willingness will first be sought from faculty members interested in serving as mentors, following which the final list of mentors will be prepared and approved by the competent authority of the institute.

Reporting and Documentation

Mentors may maintain brief records of meetings and note any significant concerns raised by students. In cases where a student requires institutional support or intervention, the mentor may communicate the matter to the appropriate authorities, such as the Head Warden, Centre-In Charge, Dean (Student Affairs), Dean (Academic Affairs), or the concerned Departmental Head/In-Charge. Such structured communication will help ensure that genuine student concerns are addressed in a timely and effective manner. Concerns raised during previous meetings may also be reviewed in subsequent meetings. The progress of earlier action points may be discussed, and appropriate measures may be taken to resolve the issues in a systematic manner.

Program Evaluation and Review

The mentorship scheme may be reviewed periodically to evaluate its effectiveness in improving student support systems. Feedback may be collected from both mentors and mentees at the end of each semester. This feedback can help refine and strengthen the mentorship program. The same may be done by the office of Dean, Student Affairs/Head Warden/Centre-In Charge (For Bangalore & Assam Campus) .

Expected Outcomes

- Improved student welfare and emotional support.
- Better academic guidance and mentoring.
- Enhanced faculty–student interaction.
- Early identification and resolution of student issues.
- Development of a supportive academic environment.