



DELHI TECHNOLOGICAL UNIVERSITY

Established by Govt. of Delhi vide Act 6 of 2009
(FORMERLY DELHI COLLEGE OF ENGINEERING)
BAWANA ROAD, DELHI-110042

F.No.DTU/Reg/Notification/2025-26/131

Dated: 18.08.2026

NOTIFICATION

The Competent Authority has approved the Standard Operating Procedure (SOP) for the Mentor-Mentee program (MMP) at DTU. The objective of the program is to provide academic, professional, and personal guidance to students through mentorship leading to holistic development, academic progress, and excellent well-being.

Standard Operating Procedure (SOP) for Mentor-Mentee Program (MMP)

1. Purpose and Scope

The purpose of the Mentor-Mentee is to provide academic, professional, and personal guidance to students through mentorship leading to holistic development, academic progress, and excellent well-being. This SOP applies to all the undergraduate (UG) and postgraduate (PG) students (mentees) of Delhi Technological University.

Delhi Technological University's mentorship system aims to connect students with the expertise of faculty to refine skills and achieve career goals. Beyond academics, it provides a vital emotional and moral support network—particularly for outstation students—fostering a compassionate campus environment focused on excellence.

2. Objectives

Following are the objectives of Mentor-Mentee program:

- ◆ Identify academic and emotional challenges of students early.
- ◆ Support students in their academic planning.
- ◆ Support students to enhance their performance.
- ◆ Provide career guidance and skill development support.
- ◆ Address academic, emotional, or personal challenges early.
- ◆ Encourage students to set clear and measurable goals at the beginning of the program to track progress effectively.
- ◆ Establish an online platform for sharing educational materials, articles, and career opportunities.

3. Definitions

Mentor: A full-time faculty member assigned to guide and support students.

Mentee: A student assigned to a mentor for guidance and support.

Mentor-Mentee Program Coordinator: A faculty member at the level of Professor designated by the academic department responsible for the implementation and monitoring of the mentor-mentee program through mentors.

4. Roles and Responsibilities

4.1 Mentor

- a) Conduct regular mentor-mentee meetings
- b) Monitor academic progress and attendance as detailed in Student Profile (Annexure 2)
- c) Provide guidance on study skills, time management, and career options

- d) Identify students needing additional support and refer them appropriately
- e) Maintain records of meetings and action plans related to points (a) through (d) (as detailed in Student Profile Annexure 2)
- f) Maintain confidentiality and professional boundaries

4.2 Mentee

- a) Attend scheduled mentoring sessions.
- b) Communicate academic or personal concerns proactively.
- c) Take responsibility for personal and academic growth.
- d) Maintain respectful and professional conduct.
- e) Actively participate in academic discussions.

4.3 Mentor-Mentee Program Coordinator

- a) Assign mentors to students (maximum 25 mentees per mentor or as per the availability of fulltime Faculty members in the department) (Annexure 1)
- b) Monitor implementation and compliance with SOP
- c) Review feedback and outcomes periodically (Annexure 3)
- d) Maintain records of the mentor-mentee program and further submit to department.

4.4 Allotment of Mentors

To establish a consistent, long-term mentorship structure that supports students from admission through graduation, the following process shall be followed.

a) Allotment Process

- Departmental Responsibility: The Program Coordinator of each department is responsible for assigning newly admitted first-year students (Mentees) of all the UG and PG academic programs to individual faculty members (Mentors).

b) Tenure of Mentorship

- To ensure stability, the Mentor-Mentee relationship shall remain constant for the entire duration of the student's academic program.
- Mentors will provide continuous oversight and support to their assigned Mentees until the successful completion of their degree.
- Once a mentee cohort completes their degree, mentors will be assigned a new group of first-year students.

5. Mentoring Process

- a) Allocation shall be done at the beginning of the semester
- b) Mentors shall preferably be faculty members who teach within the academic program in which the students are enrolled.
- c) Minimum 4 meetings per semester (2 before mid-semester & 2 after mid-semester)
- d) Additional meetings as required (academic difficulties, career planning, personal matters, emotional well-being, grievance etc.)
- e) Mode of Meetings: In-person meetings (preferred); Online meetings (if necessary)
- f) Meeting agenda must be based on objectives

6. Documentation and Record Keeping

Mentors shall maintain:

- a) Mentee profile (Annexure 2)
- b) Meeting dates, discussion points, identified issues and action taken (Annexure 2)
- c) Records shall be submitted/reviewed at the end of each semester in the department
- d) All records must be kept confidential.
- e) Information may be shared only with concerned authorities when: Student safety is at risk and/or Institutional policies require reporting

7. **Grievance and Escalation Mechanism**

DTU Students' Grievance Redressal Policy and Students' Grievance Escalation Matrix (Notification dated 15/04/2026) to be followed. The grievance of Level 1 must be resolved by the mentors within 5 working days

8. **Monitoring and Evaluation**

- Periodic feedback from mentees. (Annexure 3)
- Review of academic performance.
- Annual assessment of program effectiveness.
- SOP revisions based on feedback and institutional needs.

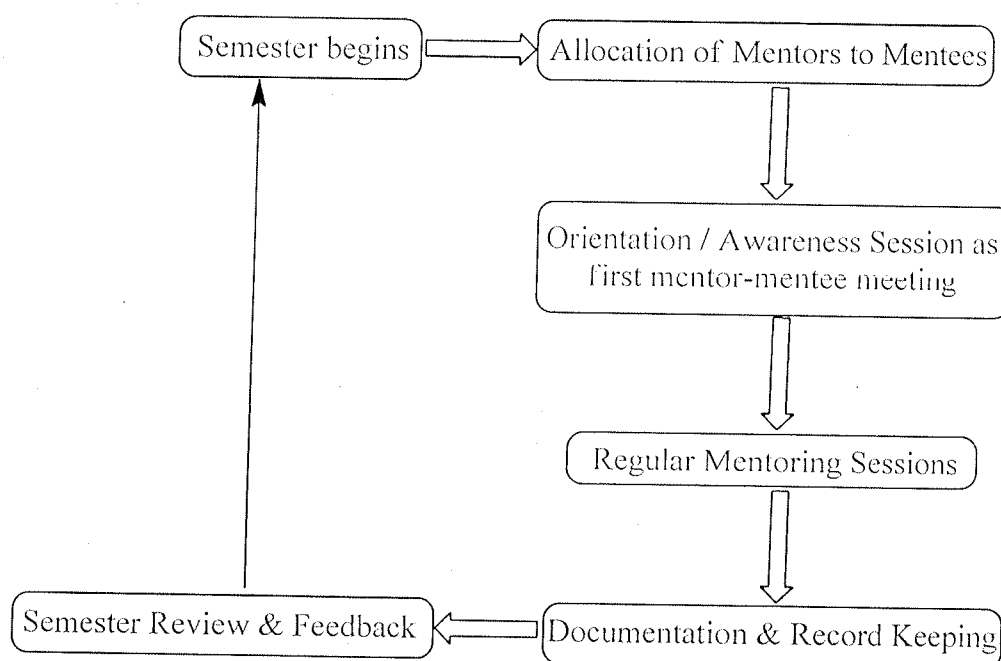
9. **Expected Outcomes**

- Improved academic performance and retention.
- Enhanced student confidence and engagement.
- Better career preparedness.
- Strong mentor–student relationships.

10. **Discrepancies if any**

All discrepancies to be resolved at the level of Dean (Student Welfare) and Vice-Chancellor

11. **Flowchart**



The Annexures are available on the DTU website and may be accessed at:
<https://iqac.dtu.ac.in/ar/MentorMentee.php>

(Binod Doley)
Registrar

18/04/2026

Copy to :

1. PA to VC for kind information of the Hon'ble Vice Chancellor
2. PA to Registrar
3. All Deans/HoDs
4. All Directors
5. Dean (SW) / Assoc. Dean (SW)
6. Controller of Examination/ Controller of Finance
7. Head (CC) with the request to upload on University website



(Prof. S.G. Warkar)
Dean (Student Welfare)