

Guidelines for GUB Mentorship Program

Overview

The Green University of Bangladesh (GUB) Mentorship Program is a structured, semester-long initiative designed to facilitate the academic, professional, and cultural integration of newly admitted students into university life. Recognizing the transitional challenges faced by freshers, this program provides systematic guidance through trained mentors and moderators to ensure a supportive and goal-oriented learning environment.

The program is organized into phased activities that cover institutional orientation, academic success strategies, skill development, professional planning, and semester transition support. Through collaborative engagement, ethical mentoring practices, and structured reporting mechanisms, the initiative aims to foster responsible citizenship, academic excellence, and holistic well-being among students.

By integrating academic advising, psychosocial awareness, professional skill enhancement, and institutional compliance guidance, the GUB Mentorship Program serves as a foundational support system that aligns with the university's commitment to quality education and student-centered development.

Guidelines for GUB Mentorship Program

This outline is designed for a structured, semester-long Mentorship Program, covering all essential **academic, professional, and cultural** integration needs identified across various departments of Green University of Bangladesh.

Program Delivery Format

The GUB Mentorship Program will be conducted through structured face-to-face sessions arranged in alignment with the weekly academic class routine to ensure convenience and effective student participation. All mentorship sessions must be conducted on campus, with each session having a duration of 1.5 hours. Relevant administrative offices, including the Proctor Office, Student Affairs Office, Medical and Counseling Services, and CETL, are encouraged to actively collaborate in conducting specialized sessions. Furthermore, CETL will be responsible for conducting and reviewing the post-mentorship feedback survey to ensure continuous improvement of the program.

Week 0: Mentor & Moderator Preparation

(1 Week Before Mentees Arrive)

1. **Selection & Training:** Formal selection of mentors (senior students with high CGPA, soft skills, and strong disciplinary record). Mandatory training session for mentors and moderators focusing on:
 - Program goals, ethics and required topics.
 - Reporting and feedback mechanisms.
 - Effective communication and empathetic guidance ("Mentorship is support, not consultancy").
2. **Resources Setup:** Creation of official communication channels by respective departments (MS Teams groups for "Notices" and "Social" interactions), along with the development of standardized presentation templates to ensure consistency and professionalism across all departmental communications.
3. **Coordination:** Coordination session among different departments facilitated by the CETL, encompassing training of the Mentors and common information sharing.



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Week I: Orientation & Icebreaking

Focus Area	Core Activities & Tasks	Key Goal(s)
1. Initial Contact & Icebreaker	Formal Introductory Session for Mentor/Mentee introductions, ice-breaking activities, and program goals.	Foster a friendly, welcoming, and cooperative environment.
2. University Systems 101 (Intro)	Basic overview of GUB Student Portal and Website navigation.	Provide initial familiarity with essential systems.

Week II: University Systems & Administrative Basics

Focus Area	Core Activities & Tasks	Key Goal(s)
3. University Systems 101	Step-by-step guidance on GUB Student Portal usage (login, password change, viewing class routines). Introduction to the GUB Website .	Ensure freshers are comfortable navigating administrative/online resources.
4. Administrative Compliance	Detailed explanation of GUB Payment Procedures (offline/online banking, deadlines, fines). Clarification of Waiver Calculation and eligibility criteria.	Ensure timely fee payments and prevent costly academic/financial mistakes.

Week III: Academic Performance & Toolkit

Focus Area	Core Activities & Tasks	Key Goal(s)
5. Academic Toolkit	Introduction to essential academic and communication tools: MS Teams, MS Word, and email etiquette with faculty/staff.	Equip students with necessary digital academic communication and documentation tools.
6. Academic Performance	Guided session on CGPA Calculation methods and proven strategies for maintenance. Introduction to the criteria for achieving Academic Awards (VC/Dean Certificates).	Motivate for better study and result, aiming for academic excellence.

Week IV: Rules, Conduct & Library Orientation

Focus Area	Core Activities & Tasks	Key Goal(s)
7. Foundational Rules	Discussion on Campus Mannerism & Conduct (dress code, ID card use). Explicit instruction on prohibited behaviors (Ragging, Bullying, Sexual Harassment, Rumor Avoidance). The session may be facilitated by an Officer from the Proctor Office. Special emphasis will be given to the Sexual Harassment Prevention Policy and institutional disciplinary procedures.	Establish expected student behavior and ensure adherence to the GUB Code of Conduct .



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8. Library Orientation	Physical Library Orientation. Tour of the library, book issuing process, introduction to e-resources of the library	Familiarize students with physical research and study resources
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Week V: Campus Life, Transport , Accommodation & Student Engagement

Focus Area	Core Activities & Tasks	Key Goal(s)
9. Transport	Detailed GUB Transport routes, schedules, and bus card procedures.	Ensure daily smooth commuting.
10. Accommodation	Detailed information about the hostel facility of GUB including hostel etiquettes, monthly rent, meal options, internet and other amenities.	Familiarize students with the accommodation facility of GUB
11. Info on Centers & Clubs	Information on all GUB Centers (e.g., CETL, CRITS), internship opportunities, club recruitment, and student engagement opportunities. This session may be conducted by an Officer from the Student Affairs Office with special emphasis on club activities and extracurricular participation.	Promote extracurricular engagement.
12. Info on Medical and Psychosocial Services	Information and access to Psychosocial Counseling & Medical Services. The session may be conducted by the GUB	Promote holistic well-being



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	Medical Officer and Psychosocial Counselor	
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Week VI: Academic Structure & Exam Preparation

Focus Area	Core Activities & Tasks	Key Goal(s)
13. Academic Structure	Explanation of Course Structure , prerequisites, and Non-Credit Courses (e.g., PLSD, ESD courses). Overview of the Grading System and detailed Mark Distribution for Theory and Lab Courses.	Provide clarity on grading to help students secure good marks and meet foundational course requirements.
14. Exam Logistics	Preparation session for Midterm Exams . Guidance on question patterns, effective study techniques, and time management. Demonstration of Admit Card/Seat Plan Download process. Awareness session on examination misconduct , including cheating prevention, ethical examination practices, and disciplinary consequences of academic dishonesty.	Prepare students for the full exam process and help mentees stay confident and prepared .

Week VII: Academic Recovery & Support

Focus Area	Core Activities & Tasks	Key Goal(s)
14. Academic Recovery	Clarification of Special Exams (Make-up, Improvement, Overlap): eligibility,	Ensure students understand alternative



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	application steps, and payment process.	pathways for academic correction.
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Week VIII: Skill Development & Professional Growth

Focus Area	Core Activities & Tasks	Key Goal(s)
15. Discipline-Specific Skills	Technical Departments (CSE/EEE/ADS/SWE/TEX): Emphasis on Programming (languages, contests, textile expo) or LaTeX for technical writing/reports. Non-Technical Departments: Emphasis on advanced communication or industry-specific knowledge (e.g., Legal/Business ethics).	Build strong technical/discipline-specific problem-solving and professional competence.

Week IX: Research Opportunities

Focus Area	Core Activities & Tasks	Key Goal(s)
16. Research Opportunities	Research Opportunities (IEEE/GUCC/Journals) and pathways to higher studies.	Inspire students to actively plan their career path and contribute to the university's progress.

Week X: Course Evaluation & Feedback

Focus Area	Core Activities & Tasks	Key Goal(s)
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17. Course Evaluation	Mandatory session explaining the Teacher Evaluation process (purpose, confidentiality, completing forms via portal).	Ensure compliance with mandatory tasks and obtain constructive feedback for quality improvement.
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Week XI: Course Evaluation & Feedback

Focus Area	Core Activities & Tasks	Key Goal(s)
18. Final Planning	Detailed demonstration of Pre-Registration for the next semester. Guidance on the Degree Planner and final Advising procedures to ensure successful enrollment.	Facilitate a smooth and error-free transition to the next academic term.

Week XII: Program Wrap-up

Focus Area	Core Activities & Tasks	Key Goal(s)
19. Final Exam & Wrap-up	Final exam motivation session, review of structure, and last-minute tips. Final Recap/Q&A Session and distribution of program feedback forms.	Provide a complete overview of the final exam process and reinforce the supportive environment .

Conclusion

The GUB Mentorship Program represents a structured and comprehensive initiative aimed at fostering academic excellence, professional growth, and holistic student development. By systematically guiding students through institutional orientation, academic mastery, skill enhancement, and future planning, the program establishes a supportive and ethically grounded learning environment. Through collaborative engagement between mentors, moderators, and mentees, this initiative strengthens institutional integration, promotes responsible conduct, and ensures a smooth academic transition each semester. Ultimately, the Mentorship Program reflects Green University of Bangladesh's commitment to student-centered development and sustained educational quality.

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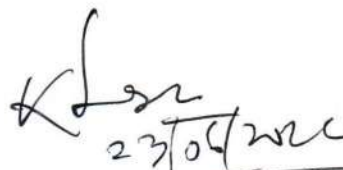
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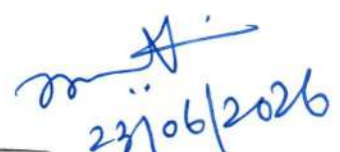
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