



TERMS OF REFERENCE FOR THE COUNSELLORS AND MENTORS

Bhiksu University recognizes the importance of having terms of reference for the counsellors and mentors to work closely with the students, for them to mentally and physically achieve necessary requirements of the academic programme and to become future leaders, researchers, managers, collaborators, educators, etc.

Roles and Responsibilities of the Counsellors

The general responsibilities for the Counsellor include but are not limited to the following:

1. Support and enhance counselling service by advising and guiding the students in Bhiksu University of Sri Lanka.
2. Counsellor acts as a liaison between student and the teaching staff to mediate disputes which could impact the student's academic performance.
3. Organize and participate student orientation programme at the beginning of their academic programme.
4. Counsellor should assign mentees to relevant mentors.
5. Develop and facilitate mental health promotion activities (e.g. stress reduction activities, mindfulness meditation, etc.) to promote wellbeing of students.
6. Provide mental health management, intervention, and follow-up.
7. Establish network with mental health professionals and relevant stakeholders for referrals and to provide care for students, as needed.

8. Strengthen the relationship between the academic staff and the mentees of the faculty
9. To assist undergraduates to work effectively with colleagues from a multicultural and pluralistic society.
10. Maintain a high level of professionalism but in a friendly relationship.
11. Maintain confidentiality within counselling relationships.
12. Should be able to work with people from different cultural and ethnic backgrounds.
13. Intervening the matters relevant to student unrest and quarrels between groups.
14. Referring students to various university services (Welfare, Well-Being, etc.) depending on their requirements and circumstances.
15. Advising the welfare division of the University for providing better welfare facilities.
16. Facilitate the transition from an academic environment to a work environment.
17. Keeping necessary records for student counselling matters and solutions given.
18. Any other related duties as assigned from time to time by the Dean of the faculties and the Vice Chancellor.

Roles and Responsibilities of the mentors

The general responsibilities for the Mentor include but are not limited to the following:

1. Mentor is entrusted with management of all activities related to inculcating and maintaining a mentoring culture within the faculty and university.
2. Mentor should organize a meeting with mentors at the time of registration and thereafter arrange frequent meetings.
3. Mentor's main role will be to support a mentee's professional, career and academic development.
4. Assist mentees to establish an 'Individual Development Plan' to complete the degree and to achieve their life goals.
5. Assist mentees in transition from school to the university
6. Mentor will not be supervising or managing mentees any academic or social activities or be officially responsible for any output of the mentee.

7. Mentor is expected to maintain confidentiality of the mentoring sessions and release reports accordingly in a constructive manner if necessary.
8. Create an encouraging and a friendly environment so that mentee is comfortable to discuss the issues of concern.
9. Decide on appropriate approaches for a mentee who is not adequately focused or progressing.
10. Need to take an interest in the mentee's progress. Willingly commit time and energy to provide the necessary support for mentees.
11. Advising and encouraging the mentees, who failed in the examination, to perform well in the repeat examination.
12. Guiding dropouts in ways and means of continuing their studies.
13. Encourage independence among mentees.
14. Conduct regular meetings with mentees.
15. Any other related duties as assigned from time to time by the Dean of the faculties and the Vice Chancellor.

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