



नेपाल इन्जिनियरिङ्ग परिषद्
NEPAL ENGINEERING COUNCIL

STANDARD GUIDELINES
FOR
MENTORSHIP PROGRAM

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Minbhawan, Kathmandu, Nepal

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1. INTRODUCTION

A fresher engineer entering the professional world often faces substantial challenges. Even a small amount of guidance or instruction can have a transformative impact, helping them find clarity and confidence in a highly competitive professional environment. Without such support, a fresher engineer no matter how brilliant, may struggle to navigate the transition from university learning to professional practice and risk losing motivation.

In the engineering sector, there is often a gap between academic training and the current demands of the industry. As a result, fresh engineers as well as junior professionals may find it difficult to align their knowledge with evolving trends and technologies. Bridging this gap through mentorship is essential for their professional development, and to keep pace with the recent technological advancements and industry expectations.

Beyond formal university education, there is immense value in informal professional learning that takes place within society. Such learning helps cultivate strong human relationships and a deeper sense of professionalism rooted in social interaction and shared responsibility. When an individual remains engaged in the societal roles, it fosters mutual understanding and cooperation within the community.

In the context of Nepal, engineering students often lack adequate exposure to relevant industries. Structured trainee or internship programs for junior professionals are either limited or not widely practiced. As a result, there is a significant gap in the transfer of knowledge, skills, and professional attitudes to the next generation. Addressing this gap is essential to ensure the continued growth and competence of the engineering workforce.

A mentorship program is a structured initiative that pairs a more experienced individual (the mentor) with a less experienced individual (the mentee) to provide guidance, support, and knowledge transfer. These programs are designed to foster professional development, enhance skills, and support career advancement for mentees. At the same time, mentors benefit through leadership development, personal growth, and the satisfaction of contributing to the profession.

Given the current challenges faced by young professionals particularly in Nepal, there is a strong need to establish well-structured mentorship programs within professional societies, industrial establishments as well as individual professionals.

The Nepal Engineering Council (NEC) is mandated to promote the engineering profession by implementing capacity-building programs for engineers engaged across various sectors of the national economy. This guidelines is prepared on the basis of the **“Engineering Professionals’ Capacity Building Bylaw, 2082”**. The mentorship program is a structured and self-sustaining capacity-building initiative designed to support professional networking and knowledge exchange among engineers at different levels. NEC has taken the mentoring initiative to create a platform for professional engagement between the juniors and seniors in the engineering profession.

2. SCOPE

This standard guidelines is applicable for conducting the mentorship program by the Nepal Engineering Council. Furthermore, it may also be adopted by other professional societies and institutions for implementing mentorship programs aimed at supporting the respective professional development for junior engineers. Similarly, individual professionals or senior engineers may use this framework as a reference when conducting mentorship activities.

3. OBJECTIVES

The objective of the mentorship program is to support juniors professionals or fresh graduates engaged or interested in the engineering profession in Nepal. Specific objectives are listed below:

- a. **Knowledge transfer:** To facilitate the systematic transfer of professional experience, practical learning, and emerging technologies from senior engineers to junior engineers, thereby promoting innovation, continuous improvement, and the adoption of best engineering practices.
- b. **Enhance professional competence:** To strengthen the technical knowledge, practical skills, and problem-solving abilities of early-career and junior engineers through guidance from experienced professionals.

- c. **Bridge the gap between theory and practice:** To support the effective application of academic knowledge to real-world engineering projects, standards, and field conditions.
- d. **Promote ethical and professional practice:** To instill professional ethics, accountability, and adherence to regulatory frameworks, codes of conduct, and best engineering practices.
- e. **Develop leadership and communication skills:** To nurture leadership qualities, teamwork, decision-making, and effective communication required for professional growth and project management roles.
- f. **Support career development and lifelong learning:** To guide mentees in career planning, specialization choices, professional registration, and continuous professional development (CPD).
- g. **Strengthen professional networking:** To create a structured platform for interaction and knowledge exchange among engineers at different career stages, sectors, and disciplines.
- h. **Encourage knowledge transfer and innovation:** To facilitate the transfer of experience, lessons learned, and emerging technologies from senior engineers to junior engineers, fostering innovation and improved practices.
- i. **Improve quality and safety of engineering services:** To contribute to higher standards of design, construction, operation, and maintenance of engineering works, ultimately benefiting society and national development.
- j. **Build confidence and professional identity:** To enhance the confidence, motivation, and professional responsibility of young engineers as competent members of the engineering profession.

4. MAJOR ACTIVITIES

A well-implemented mentorship program strengthens the profession by building capable, confident, and socially responsible future professionals. The mentorship programs may consist of various elements as below:

- **Training:** Delivering practical, hands-on learning opportunities aligned with current industry needs.

- **Professional orientation:** Providing career guidance and helping mentees navigate professional pathways.
- **Motivation:** Encouraging mentees to stay focused, confident, and goal oriented.
- **Advice:** Sharing professional insights, personal experiences, and situational judgment.
- **Coaching:** Developing soft and technical skills through regular feedback and interaction.
- **Support:** Offering emotional and professional support during challenging phases of the career.
- **Goal setting:** Assisting mentees in identifying and planning their short- and long-term career goals.
- **Success tracking:** Monitoring progress and celebrating milestones achieved along the mentorship journey.

5. DEFINITIONS

For this Guideline, unless the context otherwise requires, the following terms shall have the meanings assigned to them below:

1. **Mentor:** “Mentor” means an engineer registered with the Nepal Engineering Council (desirable a Professional Engineer) who has been listed in the Mentorship Program to provide guidance, supervision, and professional support to a Fresh Engineer in accordance with this Guideline.
2. **Mentee (Fresh Engineer):** “Mentee” means an engineer registered with the Nepal Engineering Council as a General Registered Engineer, who is enrolled in the Mentorship Program for the purpose of gaining practical experience, professional skills, and guidance under the supervision of a Mentor.
3. **Mentorship Period:** “Mentorship Period” means the approved duration of time during which the Mentor and Mentee are formally associated under the Mentorship Program to carry out learning, assistance, and professional development activities as prescribed in this Guideline.
4. **Mentorship Program:** “Mentorship Program” means the structured program initiated by the Nepal Engineering Council to facilitate professional guidance, skill development, and capacity building of Fresh Engineers through engagement with experienced Professional Engineers.

5. **Guideline:** “Guideline” means the Mentorship Program Guideline issued by the Nepal Engineering Council, including any amendments made thereto.

6. ROLE OF THE NEPAL ENGINEERING COUNCIL

The Nepal Engineering Council shall act as a facilitating and coordinating authority for the effective implementation of the Mentorship Program. The role of the Council shall be limited to providing an enabling framework and shall not extend to direct involvement in professional or operational activities carried out under the mentorship program.

- a) **Facilitating and Coordinating Role:** The Nepal Engineering Council shall function as a nonaligned institution to facilitate the Mentorship Program by establishing policies, guidelines, and procedures necessary for its implementation, without interfering in the professional relationship between the Mentor and the Mentee.
- b) **Platform for Mentor - Mentee Connection:** The Council shall provide or approve a structured platform for the registration, matching, and formal association of Professional Engineers and Fresh Engineers participating in the Mentorship Program.
- c) **Monitoring and Record-Keeping:** The Council, through the designated managing body, shall monitor the overall progress of the Mentorship Program and maintain records related to registration, participation, orientation, reporting, and completion of the program.
- d) **Limitations of the Council’s Role:** The Nepal Engineering Council shall not be responsible for day-to-day supervision, professional decisions, technical outputs, workplace arrangements, or any liabilities arising from professional activities undertaken during the mentorship. All professional authority, responsibility, and accountability shall rest with the respective Mentor and Mentee in accordance with applicable laws and professional standards.

7. ELIGIBILITY FOR MENTORS AND MENTEES

This section defines the eligibility requirements for Professional Engineers and Fresh Engineers participating in the Mentorship Program of the Nepal Engineering Council. The eligibility provisions are intended to ensure meaningful professional guidance, effective skill transfer, and responsible participation in accordance with the objectives of the program and the professional standards of the Council.

7.1. Eligibility of a Mentor

- a) Engineers registered with the Nepal Engineering Council as Professional Engineer (P.E), or any engineer having a minimum of seven years of professional engineering experience after the completion of Masters' degree in the relevant engineering program are eligible to be listed as mentors under the Mentorship Program.
- b) The eligible mentor shall be actively engaged in professional engineering practice at the time of participation in the program.
- c) The mentor shall demonstrate willingness and capacity to guide, supervise, and support fresh engineers in accordance with the rules, regulations, and code of professional ethics of the Nepal Engineering Council, and in line with the objectives of the Mentorship Program.

7.2. Eligibility of Mentee

- a) A General registered Engineer at NEC is eligible to be registered as mentees under the Mentorship Program.
- b) The eligible mentee shall demonstrate a genuine interest in professional learning, skill development, and practical exposure through participation in the mentorship.
- c) The mentee shall agree to assist the mentor in professional engineering activities under supervision and shall comply with the guideline provisions, code of conduct, and mentorship requirements prescribed by the Nepal Engineering Council.

8. IMPLEMENTING MENTORSHIP PROGRAM

NEC is initiating the formal type of mentorship program which will create a professional relationship between mentor and mentee by establishing it through a structured Mentorship Program. NEC has launched this platform for the professional strengthening or networking and knowledge transfer to the next generation engineers.

Mentorship Program is administered by the Nepal Engineering Council to create the conducive environment for professional capacity building and intended to promote this culture to ensure transparency, fairness, and effective mentor–mentee engagement.

The mentorship program will be conducted in the following step-by-step procedure:

- a) **Application procedure for Mentors and Mentees:** Eligible Professional Engineers and junior of Fresh Engineers interested in participating in the Mentorship Program shall

submit their applications to the NEC through the prescribed application process and format. Applications shall include relevant registration details, professional information, and declarations as required by the Council.

- b) **Registration of Mentors and Mentees:** Upon verification of eligibility, the Nepal Engineering Council shall register the applicants as Mentors or Mentees under the Mentorship Program and maintain an official record of registered participants.
- c) **Matching mechanism:** The Nepal Engineering Council facilitates the matching of Mentors and Mentees based on relevant criteria such as engineering discipline, professional interest, availability, and other considerations deemed appropriate for effective mentorship.
- d) **Orientation for Mentors and Mentees:** Following successful matching, the Nepal Engineering Council organizes or facilitates an orientation program for the registered Mentors and Mentees. The orientation shall cover the objectives of the program, roles and responsibilities, ethical obligations, reporting requirements, and operational guidelines.
- e) **Approval and formalization:** After completion of the orientation, the mentorship arrangement shall be formally approved by the Nepal Engineering Council. A Memorandum of Understanding (MoU), where applicable, shall be signed among the Nepal Engineering Council, the Mentor, and the Mentee to define the scope and understanding of the mentorship.
- f) **Commencement of the Mentorship Program:** The Mentorship Program shall officially commence after completion of the registration, matching, orientation, and formal approval processes as prescribed by the Nepal Engineering Council.
- g) **Completion and Recognition:** After completion of the mentorship program, a formal evaluation will be conducted by the NEC. Upon satisfactory achievement of the mentorship for intended objectives and outcomes, as documented in the evaluation, the NEC will recognise and certify the completion of the mentorship program.

The mentorship program steps are summarized in Figure 1.

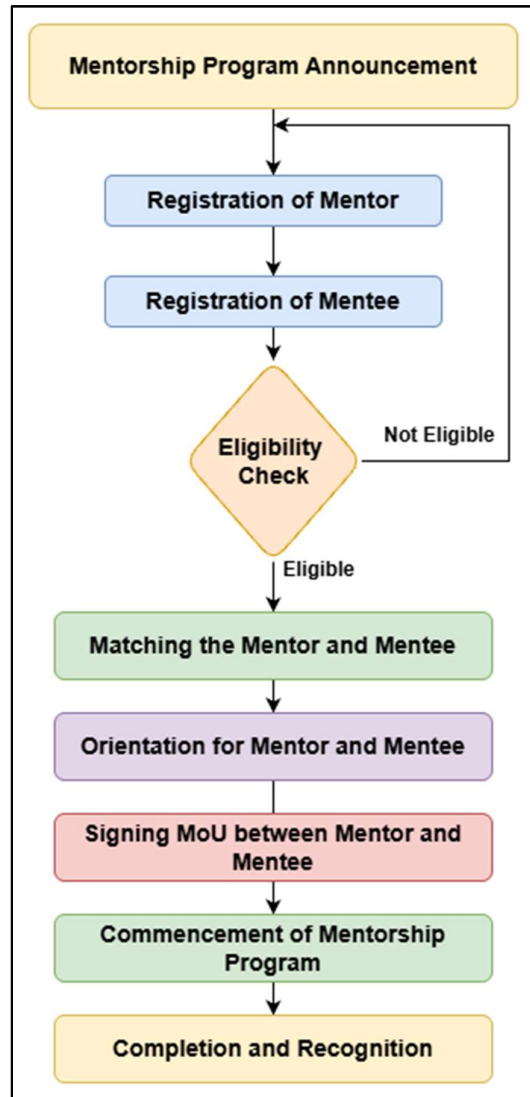


Figure 1: Implementation of Mentorship

9. MENTORSHIP MOU

The commencement of the mentorship program is considered after signing the MoU among the Mentor and Mentee. The MoU draft will be prepared by the NEC and will be modified for the objectives and area of mentorship and duration of the MoU as agreed between mentor and mentee. The MoU content is generally mentioned as:

- Objectives,
- Area of Mentorship,
- Responsibility of the Mentor and Mentee,
- Code of conduct for Mentor and mentee,

- Duration of the mentorship program (extendible)

10. MENTORSHIP STRUCTURE AND DURATION

This section outlines the structure, duration, and mode of engagement of the Mentorship Program to ensure clarity, consistency, and effective professional learning.

a) Mentorship Period and Phases: The Mentorship Program shall be conducted for a defined mentorship period as mutual agreement between Mentor and Mentee with at least three months duration. The mentorship period may be divided into phases, which may include orientation, active mentorship, practical engagement, and completion review, as applicable. The duration and phases shall be designed to support gradual skill development and meaningful professional exposure.

b) Nature of Engagement: The mentorship shall involve professional engagement in activities such as office-based work, fieldwork, site supervision, technical documentation, design assistance, analysis, reporting, and professional guidance, as relevant to the discipline and nature of the mentor’s practice. All activities shall be carried out under the supervision and direction of the Mentor.

c) Working Hours and Mode of Interaction

The working hours, frequency of engagement, and mode of interaction between the Mentor and Mentee shall be mutually agreed upon by both parties within the framework of this Guideline. Interaction may take place through in-person meetings, office work, field visits, virtual communication, or a combination thereof, depending on the nature of the work and professional requirements.

11. ROLES AND RESPONSIBILITIES

This section defines the roles, responsibilities, and ethical obligations of Mentors and Mentees participating in the Mentorship Program to ensure effective professional learning and responsible engineering practice.

11.1. Responsibilities of a mentor

- a. Professional Engineers shall provide leadership and professional guidance to Fresh Engineers and are expected to support the development of junior engineers within their respective disciplines.

- b. The Mentor shall share technical expertise, practical experience, and professional values to guide the Mentee in skill development and career progression.
- c. The Mentor shall facilitate the transfer of industry-relevant knowledge, best practices, and lessons learned from real-world engineering projects, thereby bridging the gap between academic education and professional practice.
- d. The Mentor shall provide career guidance related to professional growth, specialization, ethical practice, professional registration, and lifelong learning in alignment with national and international standards.
- e. The Mentor shall promote professional ethics, safety awareness, and social responsibility, and shall guide the Mentee in understanding professional obligations to society, clients, and the engineering profession.
- f. The Mentor shall support the professional integration of the Mentee by encouraging networking, professional engagement, and participation in the broader engineering community.
- g. The Mentor shall guide the Mentee in the application of relevant engineering standards, codes, and regulations to promote quality assurance, accountability, and compliance in engineering practice.
- h. By participating in the Mentorship Program, the Mentor shall contribute to leadership development and the long-term strengthening of the engineering profession in Nepal.

11.2. Responsibilities of a mentee

- a. The Mentee shall actively participate in the Mentorship Program with a commitment to learning, professional development, and ethical conduct.
- b. The Mentee shall assist the Mentor in professional engineering activities, including office work, fieldwork, documentation, analysis, and reporting, under proper supervision.
- c. The Mentee shall follow instructions, professional standards, and guidance provided by the Mentor and shall respect professional authority and boundaries.
- d. The Mentee shall maintain confidentiality of professional information, data, and project-related materials obtained during the mentorship.

- e. The Mentee shall demonstrate discipline, punctuality, and professionalism throughout the mentorship period.
- f. The Mentee shall comply with reporting, evaluation, and completion requirements as prescribed by the Nepal Engineering Council.

11.3. Professional Conduct and Ethical Obligations

- a. Both the Mentor and the Mentee shall adhere to the rules, regulations, and code of professional ethics of the Nepal Engineering Council at all times during the Mentorship Program.
- b. Mutual respect, professional behavior, and a safe working environment shall be maintained throughout the mentorship engagement.
- c. All professional activities shall prioritize public safety, quality, accountability, and social responsibility.
- d. Any conduct inconsistent with professional ethics or this Guideline may result in appropriate action in accordance with NEC rules and regulations.

12. NATURE OF ENGAGEMENT

This section outlines the fundamental nature of participation in the Mentorship Program, emphasizing learning, professionalism, and ethical boundaries.

- a) Non-remunerative:** Mentorship program has been initiated for mutual benefit for mentors and mentees. However, participation in the Mentorship Program shall be considered as non-remunerative engagement. The junior/fresh Engineer shall not be entitled to any form of monetary payment, allowance, or financial benefit for services rendered during the mentorship period. The program is designed solely for professional learning, skill development, and capacity building. However, depending upon the nature of the engagement, mentor may arrange the allowances for field or experimental activities within the scope of the professional engagement.
- b) Skill development and learning focus:** The primary focus of the mentorship engagement shall be the development of practical skills, professional competence, and applied knowledge of the Fresh Engineer. All assigned tasks and activities shall be educational in nature and intended to enhance understanding of real-world engineering practice under appropriate supervision.

- c) **Professional boundaries and limitations:** The mentorship engagement shall not create an employer-employee relationship between the Mentor and the Mentee. All professional authority, responsibility, and accountability for engineering work shall remain with the Mentor. The Mentee shall not independently undertake or represent professional engineering decisions and shall operate strictly within the scope defined by the Mentor and this Guideline.

13. MONITORING AND EVALUATION

This section outlines the procedures for monitoring progress, reporting activities, and evaluating outcomes of the Mentorship Program to ensure effectiveness, accountability, and continuous improvement.

- a. **Progress Reporting Requirements:** The Mentor and the Mentee shall submit periodic progress reports to the Nepal Engineering Council in the prescribed format and timeline. The reports shall include details of activities performed, skills gained, challenges faced, and overall progress during the mentorship period. Submission of progress reports shall be a mandatory requirement for continuation and completion of the program.
- b. **Feedback Mechanism:** The Nepal Engineering Council shall establish a feedback mechanism to collect input from both Mentors and Mentees regarding the mentorship experience, program structure, and implementation process. Feedback may be collected through written submissions, surveys, or review meetings, and shall be used for program improvement and quality enhancement.
- c. **Evaluation of Mentorship Outcomes:** Upon completion of the mentorship period, the Nepal Engineering Council shall evaluate the outcomes of the Mentorship Program based on submitted reports, feedback, and compliance with the guideline provisions. The evaluation shall assess skill development, professional learning, ethical conduct, and fulfilment of program objectives. The results of the evaluation shall form the basis for program completion recognition and future improvements.

14. CODE OF CONDUCT AND ETHICS

All participants in the Mentorship Program, including Mentors and Mentees, are required to adhere to the following code of conduct and ethical standards to ensure a professional, respectful, and effective mentoring relationship.

14.1. Professional Ethics

- a. Mentors shall support Mentees in making their own informed decisions rather than imposing direct advice. Guidance shall be provided through reflection, thoughtful questioning, constructive challenges, and feedback.
- b. Mentors are expected to act with honesty, integrity, and objectivity at all times, while respecting diversity and promoting equal opportunities.
- c. Mentors must operate within the limits of their professional capability, experience, and expertise. Where necessary, they should seek advice from the program manager to ensure appropriate guidance.
- d. Mentees are expected to act responsibly, ethically, and professionally in their learning and contributions under the mentorship.

14.2. Mutual Respect and Confidentiality

- a. Mentors shall respond to the Mentee's needs and agenda, not impose their own agenda.
- b. Both parties shall agree on how the mentoring relationship will function, including the level of confidentiality to maintain.
- c. Mentors shall clearly explain the Mentee's rights and available complaints procedures.
- d. Both Mentors and Mentees shall respect each other's time and responsibilities, establishing reasonable expectations.
- e. Mentors shall encourage the Mentee's autonomy, gradually empowering them to manage the mentoring relationship themselves.
- f. Either party may end the mentoring relationship at any time.
- g. Mentors shall respect the Mentee's privacy and not intrude into areas the Mentee wishes to keep confidential unless invited. Mentors may, however, help the Mentee understand how other issues may impact their professional development.
- h. Mentors shall be open, truthful, and transparent throughout the mentorship.
- i. Mentors and Mentees shall share responsibility for winding down the mentoring relationship once its objectives have been met, ensuring no dependency is created.
- j. Mentoring relationships shall not be exploitative, and roles and responsibilities must remain clear at all times.

- k. Mentors shall maintain the confidentiality of all discussions, records, and information shared during the mentoring process. No information shall be disclosed to a third party without the Mentee's consent.
- l. Any notes or records generated during mentoring sessions belong to the Mentee. Mentors may retain them for convenience but must provide access to the Mentee upon request.

14.3. Compliance with NEC Rules and Regulations

- a. All Mentors and Mentees shall comply with the rules, regulations, and codes of professional conduct established by the Nepal Engineering Council.
- b. Adherence to this Code of Conduct and Ethics is mandatory throughout the Mentorship Program and is essential for the credibility, effectiveness, and integrity of the mentoring relationship.

15. COMPLETION AND CERTIFICATION

This section defines the conditions for successful completion of the Mentorship Program, certification or acknowledgment procedures, and record maintenance requirements.

15.1. Completion Criteria

- a. The Mentorship Program shall be considered complete upon fulfillment of the prescribed mentorship period and completion of required activities in accordance with this Guideline.
- b. Successful completion shall require submission of a completion application, either jointly or individually by the Mentor and/or the Mentee, along with all required progress reports and supporting documents.
- c. NEC may verify the submitted information to confirm compliance with program requirements before recognizing completion.

15.2. Certification or Acknowledgment

- a. Upon successful completion of the Mentorship Program, the Nepal Engineering Council may issue a certificate or formal acknowledgment to the Mentor and the Mentee, as prescribed by the Council.
- b. The certificate or acknowledgment shall indicate participation and completion of the Mentorship Program and shall not be considered as professional experience certification unless otherwise specified by NEC.

15.3. Record Maintenance

- a. NEC shall maintain official records of registered Mentors and Mentees, mentorship duration, reports, completion status, and issued certificates or acknowledgments.
- b. Program records shall be retained in accordance with NEC's record management policies and applicable regulations.

16. TERMINATION OR WITHDRAWAL

This section outlines the conditions under which a mentorship engagement may be terminated or withdrawn and the consequences of non-compliance with this Guideline.

16.1. Conditions for Termination

- a. NEC may terminate a mentorship engagement if either party is found to be in violation of this Guideline, NEC rules and regulations, or the Code of Conduct and Ethics.
- b. Termination may also occur in cases of unethical conduct, professional misconduct, misrepresentation, or failure to meet reporting and participation requirements.

16.2. Voluntary Withdrawal

- a. Either the Mentor or the Mentee may voluntarily withdraw from the Mentorship Program at any time by providing written notice to NEC, stating the reasons for withdrawal.
- b. Voluntary withdrawal shall not result in penalties unless non-compliance or misconduct is involved.

16.3. Consequences of Non-Compliance

- a. Non-compliance with this Guideline may result in termination of the mentorship, non-issuance of completion acknowledgment, or other actions as deemed appropriate by NEC.
- b. Serious or repeated non-compliance may be dealt with in accordance with NEC's disciplinary rules and applicable laws.

17. AMENDMENT AND REVIEW

This section sets out the authority and process for amendment and periodic review of the Mentorship Program Guideline to ensure its continued relevance and effectiveness.

17.1. Authority to Amend the Guideline

- a. The Nepal Engineering Council shall have the sole authority to amend, revise, or update this Guideline, in whole or in part, as deemed necessary.
- b. Any amendment to this Guideline shall be approved by the competent authority of the Nepal Engineering Council and shall be communicated through official notification.

17.2. Periodic Review Provisions

- a. The Nepal Engineering Council may conduct periodic reviews of the Mentorship Program and this Guideline to assess effectiveness, implementation challenges, and emerging professional needs.
- b. Based on the review findings, NEC may introduce improvements, procedural updates, or policy revisions to strengthen the program.

SCHEDULE-1: APPLICATION FORM FOR MENTEE

S/N	Particulars	Details to be Filled by Applicant
1	Full Name of Applicant	
2	NEC Registration Number	
3	Membership Category	
4	Discipline of Engineering	
5	Academic Qualification (Degree, University, Year)	
6	Contact Address	
7	Mobile Number	
8	Email Address	
9	Current Employment Status	<input type="checkbox"/> Employed <input type="checkbox"/> Self-employed
10	Name of Organization (if applicable)	
11	Total Professional Experience (if any)	
12	Area(s) of Interest for Mentorship	
13	Preferred Engineering Sector	
14	Availability for Mentorship (Days/Hours)	
15	Preferred Mode of Engagement	<input type="checkbox"/> Office Work <input type="checkbox"/> Field Work <input type="checkbox"/> Both
16	Preferred field of engagement as mentee	
17	Declaration of Non-remunerative Understanding	<input type="checkbox"/> Yes
18	Willingness to Comply with NEC Guidelines and Code of Conduct	<input type="checkbox"/> Yes
19	Previous involvement in the Mentorship program (if any)	
20	Remarks (if any)	

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I agree to abide by the Mentorship Program Guideline, Code of Conduct, and all rules and regulations of the Nepal Engineering Council. I understand that this mentorship is non-remunerative and intended solely for professional learning and skill development.

Applicant's Signature:

Date:



SCHEDULE-2: APPLICATION FORM FOR THE MENTOR

S.N.	Particulars	Details to be Filled by Applicant
1	Full Name of Professional Engineer	
2	NEC Registration Number	
3	Registration Category	<input type="checkbox"/> Professional Engineer (P.Eng) <input type="checkbox"/> Others
4	Engineering Discipline	
5	Highest Academic Qualification	
6	Total Professional Experience (Years)	
7	Current Organization / Practice	
8	Designation / Role	
9	Office Address	
10	Contact Number	
11	Email Address	
12	Area(s) of Expertise	
13	Area(s) Offered for Mentorship	
14	Preferred field of Mentorship	
15	Availability for Mentorship (Days/Hours)	
16	Maximum Number of Mentees Willing to Mentor	
17	Previous Mentorship Experience (if any)	
18	Willingness to Attend Orientation Program	<input type="checkbox"/> Yes
19	Agreement to Follow NEC Guidelines and Code of Conduct	<input type="checkbox"/> Yes
20	Remarks (if any)	

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I agree to serve as a Mentor under the Nepal Engineering Council Mentorship Program and commit to abide by the Mentorship Program Guideline, Code of Conduct, and all applicable rules and regulations of the Nepal Engineering Council.

.....

Mentor's Signature

Date



SCHEDULE-3: MOU TEMPLETE FOR MENTORSHIP PROGRAM

This MoU is made between the following parties under the Mentorship Program of the Nepal Engineering Council (NEC):

A. Mentor Details

Particulars	Details
Full Name of Mentor	
NEC Registration Number	
Registration Category	Professional Engineer (P.Eng) / Eligible Professional Engineer
Engineering Discipline	
Organization / Practice	
Contact Number	
Email Address	

B. Mentee Details

Particulars	Details
Full Name of Mentee	
NEC Registration Number	
Membership Category	
Engineering Discipline	
Academic Qualification	
Contact Number	
Email Address	

C. Mentorship Details

Particulars	Details
Mentorship Start Date	
Mentorship End Date	
Total Mentorship Duration	



Nature of Engagement	<input type="checkbox"/> Office Work <input type="checkbox"/> Field Work <input type="checkbox"/> Both
Mode of Interaction	<input type="checkbox"/> Physical <input type="checkbox"/> Virtual <input type="checkbox"/> Hybrid
Expected Area(s) of Learning	

D. Terms and Conditions

1. This mentorship is **non-remunerative** in nature. The Mentee shall not be entitled to any monetary or financial benefit.
2. The mentorship is intended solely for professional learning, skill development, and capacity building.
3. All professional authority, responsibility, and accountability for engineering work shall remain with the Mentor.
4. The Mentee shall perform assigned tasks only under the supervision and guidance of the Mentor.
5. Both parties agree to comply with the Mentorship Program Guideline, Code of Conduct and Ethics, and all rules and regulations of the Nepal Engineering Council.
6. Confidentiality of professional information and mentoring discussions shall be maintained by both parties.
7. Either party may terminate this mentorship at any time by providing written notice to the Nepal Engineering Council.
8. NEC shall act only as a facilitating and coordinating body and shall not be responsible for day-to-day professional or operational matters.

E. Declaration

We hereby confirm that we have read and understood the terms of this Joint Mentorship Agreement and agree to abide by the Mentorship Program Guideline and the Code of Conduct and Ethics prescribed by the Nepal Engineering Council.

Name	Name/Signature	Date
Mentor		
Mentee		

F. For Official Use (NEC)

Registrar	
Date:	



SCHEDULE-4: CERTIFICATE OF ACKNOWLEDGEMENT

This is to certify that **Mr./Ms. [Full Name of Mentee]**, registered with the Nepal Engineering Council under Registration No. **[NEC Registration Number]** as a General/Professional Engineer, has successfully completed the Mentorship Program of the Nepal Engineering Council.

The mentee participated in the mentorship under the guidance of **Mr./Ms. [Full Name of Mentor]**, Registration No. **[Mentor’s NEC Registration Number]** as a general/Professional, during the mentorship period from **[Start Date]** to **[End Date]**.

During the mentorship, the mentee was engaged in [brief description of field of work, e.g., structural design assistance, site supervision, project documentation, surveying, electrical installation supervision, software-based analysis, etc.]. Through this engagement, the mentee gained practical knowledge and skills in [key areas of learning, e.g., application of engineering standards and codes, field coordination, technical documentation, safety practices, professional ethics, and real-world problem-solving] under professional supervision.

This mentorship was conducted in accordance with the Mentorship Program Guideline of the Nepal Engineering Council and was non-remunerative in nature. The mentee demonstrated professional discipline, ethical conduct, and commitment to learning throughout the mentorship period.

This certificate is issued as a formal acknowledgment of successful completion of the Mentorship Program and does not imply independent professional responsibility unless otherwise specified by the Nepal Engineering Council.

..... Mentor Date:	Seal of Nepal Engineering Council Registrar Nepal Engineering Council
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