

MENTOR-MENTEE POLICY

1. Introduction

Mentoring is a valuable strategy to provide students with the emotional and academic support that is needed to achieve the goal of the institution. A large number of students are from other cities and states and to cope-up with both emotional issues and enable them to excel in academics, a Mentor-Mentee System is developed for all students of the College.

Mentoring programme is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the faculties and students. All the faculties (Mentors) are assigned 12 number students (Mentees). The mentors can play an important role in nurturing students' aspirations, helping them to prepare themselves and motivate them to make successful transitions in their career.

This programme is conducted for individual student. The personal level interviews with the students are conducted periodically. All mentors keep a confidential data sheet about their students, records which represents a report of mentoring done by the teachers. Mentors discuss various issues including class room lectures, laboratory performances, participation in co-curricular and extra-curricular activities, any academic difficulty faced and career development.

Students shall be assigned to Mentors right from the first year of the programme at the time of induction program. The mentoring programme is monitored by a committee consisting of the HoD and a group of experienced faculty.

2. Applicability

The provisions of the Guidelines for Mentor Mentee will be applicable w.e.f the date of its approval by the Academic Council and Governing Body of the College.

These guidelines will be applicable to all the students enrolled in all the programmes of the College.

3. Objectives

- To help students understand the challenges and opportunities present in the College and develop a smooth transition to campus life.
- To counsel academically weak students and to play an important role in helping troubled students cope-up with academic, extra-academic and personal problems.
- To proactively try to identify problems of the general students and to bring them to the notice of the concerned authorities.
- Ensuring regularity and punctuality of students through counselling sessions.

4. Responsibilities of Mentor

The mentor will perform the following functions:

- Introduce and discuss the concept of mentor-mentee system with the assigned mentees.
- Maintain the necessary details through the Mentee Information Form .
- Give an understanding of the curriculum, the departmental requirements and that of the College as a whole

- Continuously monitor, counsel, guide and motivate the students in all academic matters.
- Assist students in solving problems and when necessary refer them to appropriate authority or resource person for appropriate solution.
- Advise students regarding choice of electives, project, summer training etc.
- Monitor the attendance, academic performance and behavioural aspects of the students.
- Interact with the mentees to find out the cause for the low performance/indifferent behaviour.
- Contact parents/guardians to inform the progress of their ward, whenever required.
- Maintain a record of progress made by the identified underperforming student and take remedial actions when required through Mentor-Mentee Meeting Record Documents.
- Guide the students in taking up extra academic and professional activities for value addition.
- Providing motivation to the mentees in their career development/professional guidance.
- Maintain a brief but clear record of all discussions with students.

5. Responsibilities of Mentees

- Attend the meetings regularly as informed during the schedule by the mentor.
- Provide the right information regarding the academic and non-academic activities.
- Keep informed regarding their individual activities and performance
- Repose confidence in Mentor and seek his/her guidance whenever required.

6. Responsibilities of HoD

- Periodic meets with all mentor of his/her department at least once a month to review proper implementation of the system.
- Initiate administrative action on a student when necessary.
- Informing the head of the institution whenever needed.

7. Outcomes

- Encourages cooperation and cohesiveness for the mentees.
- Contributes to the general stability and overall development of the institution by developing a bond between teacher as mentor and mentees.
- Enables the faculty to develop their additional skills.
- Initiates the leadership among the faculties and students.
- Helps to identify the personal interests of the students and to motivate them in particular area.
- Encourages the weak students to perform well by the special care towards them.