



GUIDELINES FOR MENTOR MENTEE*

University Campus

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GUIDELINES FOR MENTOR-MENTEE

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 University.

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 Dean/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 Board of Management of the University.

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

3. Objectives

- To help students understand the challenges and opportunities present in the University 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 (**Annexure-A**)
- Give an understanding of the curriculum, the departmental requirements and that of the University 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 work, whenever required.
- Maintain a record of progress made by the identified underperforming student and take remedial actions when required through Mentor-Mentee Meeting Record (**Annex.-B**).
- 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 Dean/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.

Student Profile Form / Mentee Information Form

(Batch : 20__-20__)

Programme : _____ **Branch :** _____

Enrolment No.: _____ (To be filled up by the office)

Student's Name (in Capital letters) _____

Father's Name (in Capital letters) _____

Mother's Name: (in Capital letters) _____

Name of the Local Guardian : _____

Relationship: _____ Contact No. _____

Category (Gen/SC/ST/OBC/NRI/Foreign/Others) _____

Physically Handicapped: (Yes / No) _____ Minority : (Yes / No) _____

Sex (Male/Female) : _____

Date of Birth : DD / MM / YYYY

Mail ID : _____ Aadhar No : _____

Present Address: _____

Tel.(Res.) : _____ Mobile No. _____

Permanent Address : _____

Tel. (Res.) : _____ Father's/Mother's Mob. No. : _____

Student's Mobile No.: _____

FATHER'S OCCUPATION (IN DETAIL) :

Business/Service/Any other : _____ Name of the Post : _____

Nature of Business / Job : _____

Company name & Address

_____ Tel.: _____

Date : ____/____/20

Signature of Student

Mentor-Mentee Meeting Record

Faculty : _____

Department : _____ Name : _____

Enrolment No. : _____

| S.No. | Name | Date of Meeting | Overall Attendance | Academic Performance | Problems Encountered | Measure |
|-------|------|-----------------|--------------------|----------------------|----------------------|---------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Please rate overall attendance and academic performance according to the rating scale given above.

| RATING SCALE | |
|--------------|---|
| VERY POOR | 1 |
| POOR | 2 |
| SATISFACTORY | 3 |
| GOOD | 4 |
| VERY GOOD | 5 |

Signature of the Mentor