



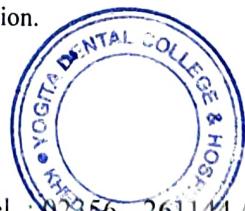
## MENTORSHIP SYSTEM (POLICY DOCUMENT)

### BRIEF INTRODUCTION

Mentoring in essence, is the process of overseeing effective realization of one's potential and beyond in terms of goals, skill set, practical knowledge, confidence, social and ethical attitude. It is Supportive relationship, in which the more experienced individual takes accounted interest of developing a less experienced one in progressing within and beyond their realizable potential. This one-to-one relationship interaction is intended to identify and address the issues of students (mentees) to enhance their academic and personal potential in the early career stage. In doing so, the faculty (Mentor) will also be wealthier in knowledge and learned experience.

### OBJECTIVES:

- To develop professional psychology in prospective candidate, those that are specific to the university are as follows.
- To enhance the quality of outcome in terms of productive student graduating from institutes and department of studies.
- To nurture the overall growth and acceptance of the institutes and department of studies by external stakeholders.
- To establish qualitative competition between institutes and department of studies focusing on well-knit education system.
- To familiarize the greater culture of the university and institute to all aspiring graduates and instil the realization of potential of successes through accomplishment of qualitative education.



- To create collaborative environment amongst students and facilitators while aptly establishing network of transparency both in academic and administrative matters.
- To lay the foundation of lifelong learning and ethical conduct and behavior in all aspects of larger life through dissemination of knowledge compounded with positive motivation, morale boasting and sense of community acceptance.

## **RESPONSIBILITIES OF MENTOR & MENTEE**

### **Responsibilities of mentor:**

- 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 University & council 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
- 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.

### **Responsibilities of mentee:**

- 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.



## **THE MENTORING PROCESS:**

### **Mentor:**

- Through learned expertise develop the career of a mentee.
- Facilitate platform for communication and extend suitable assistance as required by the mentee.
- Function as a coach and a role model and provide advice to enhance the mentee's professional performance and development.
- Function as an advisor/cultivator that seeks to assist the mentee in personal development that contributes in maintaining societal harmony.

### **Mentee:**

- Learn effectively through the mentoring/ suggestions/expert advice of the mentor.
- Discuss and strategically plan for effective course of action.
- Use the said platform to overcome any issues that may be hindering the progress both in personal and academic matters.

### **The Process:**

- Every teacher is a mentor and is allotted with predefined no. of mentees (a batch of students).
- The mentors maintain documentary records of mentoring process carried out.
- Every mentor has to maintain one separate register which comprises of all the mentor-mentee meeting reports
- Geotag photos should be taken of every meet.
- Monthly meetings are arranged and functions are elaborated to the mentees by respective mentors.
- As and when demanded by the concerned authority, mentor records are submitted.

