



## **Mentor Mentee Policy**

### **Introduction**

The Mentor-Mentee Cell was established with a clear vision: to provide support and guidance to college students, enhancing their academic and professional journeys. By bridging the gap between mentors and mentees, this program contributes not only to individual growth but also to the betterment of society.

### **Key aspects of the policy include:**

1. Challenges Addressed:
  - Students face academic and adjustment challenges during their degree programs.
  - The Mentor-Mentee Cell aims to help them overcome these difficulties.
2. Objectives and Strategies:
  - Narrowing the Gap: The program fosters strong connections between mentors and mentees.
  - Holistic Support: It enables academic excellence and overall development.
  - Inspiration: Motivating students toward higher studies and competitive exams.
  - Stress Management: Addressing stress-related issues.
3. Implementation Details:
  - Mentor Assignments: Each mentor guides up to 30 mentees from their first year.
  - Regular Interaction: Mentors meet their mentees regularly, record outcomes, and even visit their homes.
  - Supportive Measures: Tips on studies, career choices, and university exams.
4. Impact and Success:
  - The Mentor-Mentee Cell has strengthened the bond between teachers and students, contributing to harmonious relationships within the institution.
  - Notably, it has increased enrollment of girl students from diverse backgrounds.

In summary, this program fosters a sense of conviction and faith in the alma mater, ensuring that all students receive the right education and take steps toward building successful careers.

### **Aims and Objectives**

1. To bridge the gap between the mentor and the mentee.
2. To ensure the quality performance of the students in academics.
3. To deal with the related issues for the holistic development of the students.
4. To provide mutual support and a congenial learning environment.
5. To inspire and motivate for higher studies and competitive examinations.
6. To discuss stress related issues.
7. To regulate the academic involvement and assess the outcome.

## **Programme Details**

1. Mentees shall be assigned to the mentors right from the first year of the programme.
2. A mentor shall not have more than 30 mentees at a time.
3. The mentees preferably be attached to the same mentor for the entire duration of the programme.
4. The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy. The details about each mentee will be recorded and periodically updated.
5. The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institution/department for providing further motivation to advanced/gifted learners.
6. The mentor shall also identify the students whose performance/attendance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parents, head of the department for reforming the student.
7. Attendance: The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.
8. Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term and examination and help the mentee through counseling or by arranging remedial teaching, if necessary.
9. Behavioral and discipline matters.
10. Health and physical well being.
11. Achievements, talents and co-curricular activities.
12. Stress related issues.

## **Duties/Responsibilities of Mentor**

1. Introduce and discuss the concept of mentor- mentee system with the assigned mentees.
2. Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of a student and discuss with them the complete schedule of future meetings.
3. Keep a track of the attendance, academic performance and behavioral aspects of the students by interacting with the exam department and the hostel authorities etc.
4. Support students academically and emotionally.
5. Contact parents to inform the progress of their ward, whenever required and visit the houses of mentees at least twice in the year.
6. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
7. To guide students and also to arrange for remedial teaching if required

## **Duties/Responsibilities of Mentee**

1. Attend meeting regularly
2. Fill personal information in the form at the time of joining the mentor- mentee system.
3. Provide details of attendance, continuous assessment, term end examination, co-curricular, extra- curricular activities to the mentor whenever asked for.
4. Repose confidence in the mentor and seek his/her advice whenever required.