

**PRAGJYOTISH COLLEGE**

**GUWAHATI**

**ASSAM**

[HTTPS://PRAGJYOTISHCOLLEGE.AC.IN](https://pragjyotishcollege.ac.in)



## **MENTOR MENTEE POLICY**



## **MENTOR-MENTEE POLICY**

### **Introduction**

Mentoring is a valuable strategy to provide mentees with the emotional and academic support that is needed to achieve

the goal of the institution. A large number of mentees 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 mentee of the College.

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

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

Mentees 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 the HoD of the department.

### **Applicability**

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

These guidelines will be applicable to all the mentee enrolled in all the programmes of the college.

### **Objectives**

- To help mentees understand the challenges and opportunities present in the college and develop a smooth transition to campus life.
- To counsel academically weak mentees and to play an important role in helping troubled mentee to cope-up with academic, extra-academic and personal problems.
- To identify problems of the mentees in a productive manner and to bring them to the notice of the concerned authorities.
- To ensure regularity and punctuality of mentees through counselling sessions.

### **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 mentees in all academic matters.
- Assist mentees in solving problems and when necessary refer them to appropriate authority or resource person for appropriate solution.
- Advise mentees regarding choice of electives, project, summer training etc.
- Monitor the attendance, academic performance and behavioral aspects of the mentees.
- Interact with the mentees to find out the cause for their low performance/indifferent behavior (whenever applicable)
- Contact parents/guardians to inform the progress of their wards.
- Maintain a record of progress made by the identified underperforming mentees and take remedial actions when required.
- Guide the mentees 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 mentees through proper documentation.

#### **Responsibilities of Mentees**

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

#### **Responsibilities of HoD**

- To ensure that periodic meetings are held by all mentors of his/her department.
- Initiate actions/ remedial measures if and when necessary through mentors.
- Informing the head of the institution whenever needed.

#### **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 teachers to develop their additional skills.
- Initiates the leadership among the teachers and mentees.
- Helps to identify the personal interests of the mentees and to motivate them in particular area.
- Encourages the weak mentee to perform well through the special care onwards them.