

## **Mentoring Policy**

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Chaksrikrishnapur, Kulberia, Tamruk, Purba Medinipur-721649**

### **Introduction**

The college students are always focused to achieve a high academic record and to learn various skills for their good career opportunity and to secure jobs with respectable earnings that creates immense pressure on them. The situation becomes more complex due to COVID pandemic that creates a lot of anxiety and uncertainties among college students about their success in life. In that situation continuous mentoring is necessary. The Mentor Mentee Scheme is now an essential component for a successful career. Mentoring provides students emotional and instrumental support, guidance, encouragement and a better environment in college. The college adopted a Mentor-Mentee system where a group of students (Mentees) are assigned to a faculty (Mentor) from the same department. A mentor plays a vital role in nurturing students and has a positive impact on students' persistence and academic achievement. A mentee can approach a mentor for both educational and personal guidance. Mentoring is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the faculties and students. The IQAC will hold sessions every year for faculty members on mentoring.

### **Mentor**

A mentor is a person who has professional and life experience who voluntarily agrees to help a mentee develop skills, competencies, or goals. At the same, a mentor is an advisor and role model who is willing to invest in the mentee's personal growth and professional development.

### **Mentee**

A mentee is someone who has identified a specific personal or professional goal and who believes that the guidance and help of a mentor – and being held accountable to the mentor – can help them achieve their goal.

### **Mentor-Mentee Programme**

Mentor-Mentee Scheme (MMP) policy applies to all mentors and mentees who take part in this programme. Mentoring is recognized as a strategy required by the students to achieve learning goals with emotional and instrumental support. The programme also extracts expectations of the students, and advises them to be honest, innovative & creative, and consistent, positive and enthusiastic all the time. It aims to ensure that students have the opportunity to work with a mentor who will offer support and guidance on academic issues. Thus, a personal relationship is created for better understanding of the student's aspiration, strengths and weaknesses. But, mentoring isn't one-size-fits-all. Mentees have individual needs so mentoring relationships should offer enough flexibility to suit each circumstance, while allowing the relationships to flourish within a defined structure.

### **Mentor-Mentee Policy**

- Faculty members (Mentors) will be assigned a group of 5 to 15 students (Mentees) from the same department.
- Each and every faculty member will be assigned as a Mentor.
- Every year, first semester students will be assigned as mentees in place of pass out graduate students.
- The mentee once assigned to a mentor will continue with the same mentor till the end of the program of study.
- If the mentor leaves or transfers to another institute, the information about the mentee should be shared with the new mentor.
- Proper confidentiality shall be maintained by the department and respective mentors to uphold the respect of individuals involved.
- The mentor shall be provided data of academic performance and details of slow and advanced learners to the respective HOD.
- Mentees must be assisted to explore their full potential at college in an environment where their general well-being is gratified.
- Mentors have to assist and develop BASICS (Behaviour, Attitude, Skills, Integrity, Competencies and Service) vital for a healthy and positive life.
- Mentors should provide holistic services and help students to become self-reliant and confident.
- Effective measures of mentor-mentee relationship will be assessed periodically.

## **Objectives of Mentor-Mentee Programme**

The prime objective of the Mentor-Mentee programme is to ensure students' overall development and progress on academic and professional matters by fully exploiting the potential of every individual. In addition to that, the policy will

- Promote and motivate students to achieve learning goals and thereby improve their academic performance.
- Assist students transitioning and provide them with resources to aid in social/personal/academic exploration.
- Guide, encourage, and advise the students about their upcoming student life, health, mental and emotional well-being and help them solve their concerns with appropriate resources, support and referral available.
- Provide students with information on preparatory courses such as core course, skill enhancement courses, discipline specific courses etc. for their academic prosperity.
- Provide students with career and non-academic counselling.
- Provide an open and supportive environment to discover talents and interests and helping to achieve their goals.
- Create curiosity and interest in academics and other institutional activities amongst the students.
- Build confidence by presenting new ideas, opportunities and challenges.
- Identify special talents, skills, slow and advance learners & passing this information to the relevant committees.

## **Responsibilities of Mentor**

- Conduct at least one meeting (online/offline) in a month. In total each mentor will spend at least 8 hours with mentees in a semester.
- Assess mentee's background, knowledge, skill, motivation, experience, hobbies, etc.
- Create a supportive and trusting environment.
- Provide encouragement and assist mentee in identifying interest in academic, extracurricular, professional and social development activities.
- Assess mentees total performance – including skills, knowledge applied to practice, value, attitude and behaviour.

- Counsel, guide and advice mentee to accomplish their goal in academic and career development.
- Explore mentees career goals and provide information on various scholarships, fellowships, competitions, internships, research projects, job opportunities, etc.
- Listen to mentees issues flexibly, empathetically, respectfully and solve their concerns with appropriate support and referral available.
- Provide peer mentorship, academic review and tutoring, and also counsel for their health, mental and emotional well-being.
- Consistently take part in appropriate follow-up, documentation, and evaluation activities.
- Identify the learning abilities of their mentees and suggest necessary action programs to the IQAC e.g. requirements of any skill development programs, career counselling sessions from professionals, preparation for various entrance examinations, etc.
- Maintain a professional relationship, doesn't intrude into the mentee's personal life.
- Contact parents/guardians, if situation demands e.g. irregularities, negative behavioural changes and interpersonal relations, detrimental activities etc.
- Review goals and objectives of the mentee with honesty, and submit a brief report and constructive feedback to IQAC keeping the information and discussions with the mentees confidential after completion of each session.
- Develop a long term relationship and keep in contact to see the effects of mentoring and the progression of the mentee.
- Reaching out to other colleagues to request to conduct special/remedial classes for slow learners in the group.

### **Roles and responsibilities of mentees**

- Regularly attend the meetings with the mentor.
- Be respectful towards everyone and the mentor.
- Focus on the guidance or advice provided by the mentor
- Identify the skills, knowledge, and/or goals that you want to achieve and communicate them to your mentor.
- Share the details of academic performance, curricular and extracurricular activities with relevant documents.
- Share the career plans and specific needs with mentor.

- Have the practice of contacting and updating mentor periodically about your progress.
- Show initiation in acquiring or improving skills and knowledge.
- Work with your mentor to seek resources for learning, and share the information that might be helpful and valuable.

### **Outcome of the Mentor-Mentee Programme**

- To create a healthy learning environment.
- Help to achieve a good academic record and proper development.
- Offering an arena to receive advice and counsel about college, such as positive aspects, how to succeed, potential pitfalls and misconceptions.
- To empower students through imparting skills for self-confidence, self-awareness, self management, social awareness and relationship management.
- Identification of the learning abilities of the students and requirements of special needs.
- Identification of slow and advanced learners and take appropriate steps.
- Arranging programmes for career advancement of students based on student requirements.
- Modifications in the Teaching-learning pedagogies.

### **Benefits of Mentor-Mentee Programme**

- Students get access to a support system during the crucial stages of their academic, professional and intellectual development.
- Enhances the students' confidence and challenges faced by them setting higher goals
- Offers psychosocial support for the students.
- Help the students to develop interpersonal skills.
- Offers the students an exposure to diverse academic and professional perspectives, and experiences in various fields.
- Mentees get direct access to powerful resources of the institution.
- Offers the foundation for the students to reach greater heights in their professional lives.