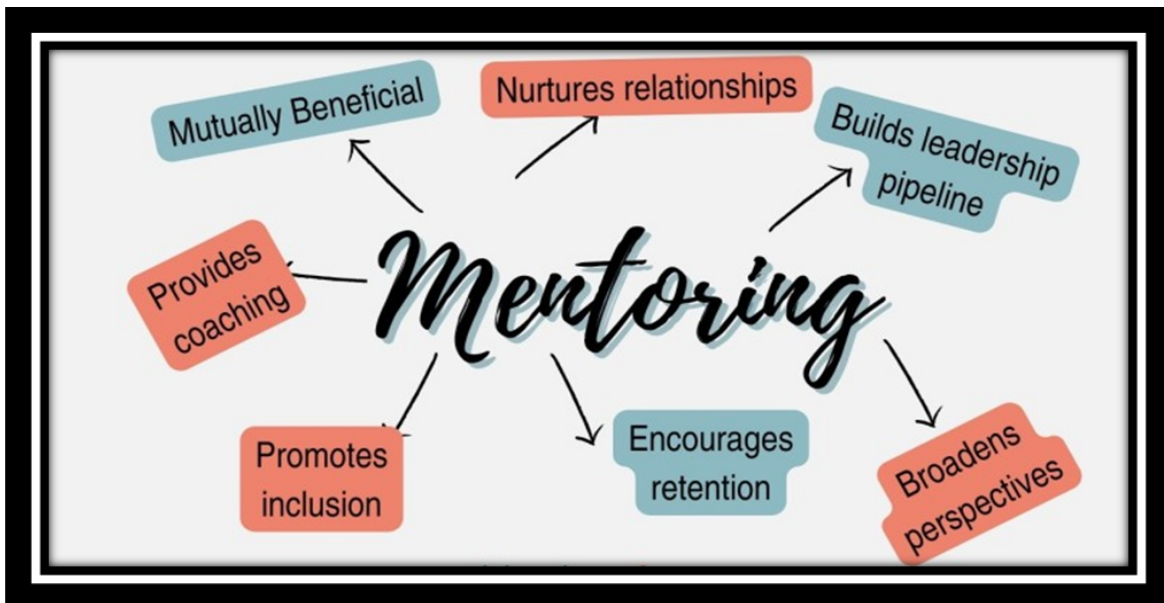




MENTOR MENTEE POLICY



w.e.f 2018-19



CONTENTS

1. OBJECTIVES OF THE POLICY
2. DEFINITION
3. MENTOR COMMITTEE CONSTITUTION
4. MENTORING PROCESS IN THE COLLEGE
5. STAGES IN THE MENTORING RELATIONSHIP
6. RESPONSIBILITIES OF MENTOR
7. RESPONSIBILITIES OF MENTEE
8. PRINCIPLES OF MENTORING



OBJECTIVES OF THE POLICY

The Mentor-Mentee system in DNR College is designed to create a supportive learning environment where the faculty guide and empower the aspiring students. This system serves two main purposes. The first, one the 'career function,' involves mentors providing advice and guidance to help mentees to master their craft and advance in their careers, acting as role models and sources of inspiration. The second purpose, the 'psychosocial function,' aims to enhance the mentee's confidence and personal development. Mentors achieve this by offering acceptance, empathy and encouragement, as well as demonstrating effective listening and questioning skills to facilitate reflection.

DEFINITION

Mentoring: Mentoring is a process of extending psychological and physical support to students to manage their own learning in a way to maximize their potential, develop their skills, improve their performance and become better social beings.

Mentor: A mentor is a faculty member of the college who act as a friend and guide , who guides the students (Mentee) and chanalise the behavioural pattern and performance of the students.

Mentee: A mentee is a student who receives advice, training, or counselling from a mentor.



MENTOR COMMITTEE CONSTITUTION

The Principal will form the Mentoring Committee at the beginning of the academic year. This committee will be responsible for overseeing the mentoring process within the college. The Mentoring committee will consist of Principal, IQAC co-ordinator and Hods of all departments. The key responsibilities of the Mentoring committee are

- Monitoring the mentoring process in the college and setting guidelines.
- Arranging and coordinating Faculty Development Programs (FDPs) to enhance mentoring skills among the faculty.
- Ensuring the implementation of scientific mentoring practices within the college.

MENTORING PROCESS IN THE COLLEGE

All teaching faculty are integral to the mentoring process. The Heads of Departments (HODs) will assign the mentor-mentee list at the beginning of the first year for both undergraduate and postgraduate students. This list will be approved by the Principal at the start of the academic year to ensure the seamless functioning of the mentoring process. Mentoring will continue throughout the students' course of study, with each student having the same mentor for the entire duration of the programme.

Every teacher is required to meet with each mentee personally at least twice per semester. Mentors may also conduct group sessions with their mentees. Each meeting must be documented in the mentoring report and consolidated at the end of the academic year.



PRINCIPLES OF MENTORING

- The mentor should maintain professional relationship with the mentees.
- Mentors should have a non-judgmental attitude towards their mentees.
- The mentors should only give constructive criticisms.
- The mentor should not misuse the power
- Mentoring conversation should always create hope in mentees
- Mentors should be trained and should acquire mentoring skills
- Mentor should have a definite plan of action

STAGES IN THE MENTORING

- Establishing Connection
- Hearing the Mentee
- Reflecting Back
- Exploring Alternatives
- Advancing
- Concluding
- Transitioning and Redefining the Relationship

RESPONSIBILITIES OF MENTOR

- Conduct meetings at least twice in a semester through mentor-mentee sessions.



- Consistently monitor, counsel, guide, and motivate students in all scholastic matters as well as personal matters if necessary.
- Advise students on the selection of electives, projects, and summer training opportunities.
- Engage with parents or guardians as required, addressing issues such as academic irregularities, negative behavioural aspects, interpersonal conflicts, and detrimental activities..
- Inform the Head of the Department and recommend any necessary administrative actions.
- Maintain a comprehensive and progressive record of each student.
- Keep a brief record of notices and meeting schedules, including discussions with students.

RESPONSIBILITIES OF MENTEE

- 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, co-curricular and extracurricular activities with relevant documents.
- Share the career plans and specific needs with mentor.
- The mentee should have the practice of contacting and updating the progress to mentor periodically his progress.