



Maratha Vidya Prasarak Samaj's

Arts, Science & Commerce College, Ozar (Mig)

Tilak Nagar, Ozar (Mig), Tal. Niphad, Dist. Nashik (Maharashtra) 422 206.

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- Affiliated to Savitribai Phule Pune University (ID No PU/NS/ASC/027/1984)
- Junior Vocational College Code : J 13.08.907
- HTE Sevarth ID : 06220100122_AST (College Code : 023)
- Junior College Code : J 13.08.016
- AISHE ID : C-41965

Mentoring

Mentoring is to support and encourage people to manage their own learning in order that they maximize their potential, develop their skills, improve their performance and become the person they want to be.

-Eric Parsloel

Introduction

Mentor Mentee Scheme is an essential component for a successful career as it bridges the gap between the faculties and students. Mentoring provides students emotional and instrumental support, guidance, encouragement and better environment in college. A mentor plays a vital role in nurturing students and has a positive impact on students' persistence and academic achievement. A mentee can approach 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.

Our college is committed to provide a reliable a comprehensive support system to motivate students to achieve in both academic and non-academic fields and to help them mould themselves for the future during life in the college. Creation of a personal relationship between the mentor and the mentee ensures the students adapt to the dynamic learning environment and lead their ways into highly successful career-close relationship and continuous interaction between the mentor, mentee and the parents leads to better understanding of the students aspiration, strength and weakness.

Our college admits students from diverse social, cultural and economic backgrounds. Hence, there is a requirement of continuous mentoring of students for academic, social, personal and career guidance. Looking at all these needs of students, the college constituted a Mentor-Mentee system where a group of students (Mentees) are assigned to a faculty (Mentor) from the same Department. The IQAC will hold sessions every year for faculty members on mentoring.



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Mentor

A mentor is a person who has professional and life experience and who voluntarily agrees to help a mentee develop skills, competencies, or goals. Put another way, 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.

Principles of the Mentor Policy

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

- To build students confidence to set high goals and guiding them to achieve it.
- Offering psychological support in a parental way.
- Offering the students on exposure to diverse academic and professional perspectives and experience in various fields.
- Helping the students to develop interpersonal skills.
- Creation of personal relationship between the mentor, mentee and the parent make their life in the campus meaningful irrespective of their socio-economic background.
- Focus and motivate students to achieve learning goals and thereby improve their academic performance.
- Assist students transitioning and provide them with resources to aid in major/social/personal/ academic exploration.



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- Provide students with information on preparatory courses such as skill courses, bridge courses etc. for their academic prosperity.
- Provide students with career and non-academic counselling.
- Guide, encourage, and advice the students about their upcoming student life, health, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.
- Generate curiosity and interest in academics and other institutional activities amongst the students.

Mentor Mentee Mechanism

- Faculty members are assigned a group of 10 to 15 mentee students whom they serve as mentors
- The mentor shall be provided the academic performance data and details of slow and advanced learners by the respective department/incharge.
- The mentee preferably, as far as possible, be assigned to the same mentor throughout the programme. In case, if the mentor transferred from the college, 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 mentors shall be consulted/informed in case of disciplinary issues on code of conduct with a student.
- Mentees must be assisted to explore their full potential at college, in an environment where their general well-being is gratified.
- Mentors should provide holistic services and help students to become self-reliant and confident.
- Effectiveness of mentor-mentee relationship will be assessed periodically.



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Roles and Responsibilities of Mentors

- Create a supportive and trusting environment
- Provide peer mentorship, academic review, tutoring, and referral services to mentees
- Review goals and objectives of the mentee; provide frank, honest, and constructive feedback
- Explore mentees career goals and provide information about Higher education and job opportunities.
- Meet with assigned mentees on a regular (usually weekly) basis and maintain student activity logs
- Assess mentees total performance – including skills, knowledge applied to practice, value, attitude and behavior
- Consistently take part in appropriate follow-up, documentation, and evaluation activities
- Maintain frequent and regular contact with colleagues, provide appropriate responses and follow-ups about your mentees as needed
- Provide encouragement and assist mentee in identifying professional development activities. Make them aware on importance of choice of electives, certification courses, projects and summer training/internships
- Listen to mentees issues and counsel for their health, mental and emotional well-being
- Maintain a professional relationship, doesn't intrude into the mentee's personal life
- Contact parents/guardians, if situation demands e.g. irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.

Roles and Responsibilities of Mentees

- Identify the skills, knowledge, and/or goals that you want to achieve and communicate them to your mentor.
- Seek and be open to advice, opinion, constructive criticism/feedback and direction from the mentor
- Regularly attend the meetings with the mentor
- Provide the details of academic performance, curricular and extracurricular activities with relevant documents
- Have the practice of contacting and updating mentor periodically about your progress
- Show initiation in acquiring or improving skills and knowledge
- Look for opportunities to give back to your mentor; share any information that you think might be valuable
- Work with your mentor to seek resources for learning; identify people and information that might be helpful



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Mentor - Mentee Relationship

There is no single formula for good mentoring. To make the mentoring meaningful and beneficial to both parties, the following attributes can help

To be a successful mentor

- Respect mentees; Listen actively and show empathy
- Identify unique talents of mentees
- Be open to support mentees goals
- Recognize and appreciate positive efforts
- Don't criticize mentees in front of others
- Stay accessible, committed, and engaged
- Always be in positive mindset; maintain smooth and friendly relationship
- Consistently keep in touch with mentees; conduct periodic meetings
- Understand the financial status and family background of mentees.
- Do necessary support to develop their technical and interpersonal skills
- Be a role model; teach them social responsibilities and ethical values
- Challenge students to develop critical thinking skills, self-discipline, and good study habits

To be a successful mentee

- Respect Mentor
- Be punctual
- Have clear and focused target
- Undertake responsibilities
- Demonstrate healthy Interpersonal Skills
- Promptly furnish all the required data
- Engage in Quality voluntary interaction, frequently
- Maintain good academic track record
- Actively participate in co-curricular and extra-curricular activities
- Participate in National level competitions / Develop a product

Quality: Mentor Mentee Relationship

- Willingness to help each other succeed
- Disseminate information as needed
- Give and receive feedback both ways
- Improve interpersonal skills
- Actively listen and communicate
- Empathize for one another
- Respect each person's time



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Expected Outcomes

- A healthy Learning Environment
- Academic success and development in students' self-confidence
- Offer students 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-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.
- Modifications in the Teaching-learning pedagogies

In short, Mentoring aspires to transformational positive changes. It augments self-confidence, improves peer bonding and prepares mentees for career advancement.

Documentation

List of documents to be maintained

Following documents need to be maintained by the Mentor,

- Mentee profile
- Parent contact details
- Academic track record
- Counselling record
- Indiscipline compliance record
- Key activity / Achievements record



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