

Yeshwant Mahavidyalaya, Nanded

MENTORING Policy Document

Mentoring is a bilateral partnership between Mentor and Mentee. Mentor is a student-centric teacher-friend who helps learners in their transitory phases and challenging times. It is based on mutual trust, respect and understanding. After assessment of the learners' capabilities and performance, mentoring aims at providing inclusive spaces for better growth and development. Mentors offer their additional guidance, experience and expertise in promoting their mentees professionally and personally, through interpersonal engagement.

Mentors build bridges among following stakeholders:

- Principal and Stakeholders
- Students and Teachers
- Teachers and Parents
- Teachers and other related Committees and Counselors

IQACHasestablishedawellstructured
'ThreeTierMentoringSystem'.Atthebottom
level,onefacultyisallottedasmentortoagroupof 30students.

Objectives

- Creating opportunities for deep bonding between teachers and students with special attention
- Refining teacher-student communication outside classroom for better understanding students and offer required special guidance.
- Supporting personal & professional growth of the students psychologically in issues
- Identifying special talents, skills, slow learners & passing this information on, to the relevant committees
- Locating & solving issues creating hurdles in progress of students
- Providing sustained motivation
- Ensuring & providing feedback for parents
- Identifying special learning needs
- Assisting in developing responsibilities & values

- Cultivating a healthy learning environment in college

Mentors perform the following functions:

- Mentors organize class-wise meeting of mentees at the beginning of the semester.
- Individual mentoring sessions are conducted twice in a semester.
- Mentors monitor the academic progress of the mentees and give them counseling on personal matters.
- They promote the use of e-resources in the library.
- They motivate the students to enroll in certificate courses and online courses offered by NPTEL and MOOC.
- They also motivate them to participate in co-curricular and extracurricular activities.
- They maintain a brief record of mentor-mentee discussions.
- They advise the mentees to take suitable topics for their year-end projects based on SWOC analysis of mentees.
- If any administrative or higher level action is required, intimate the HoD.

Roles and Responsibilities of Mentors

- Plan the meets with the mentees
- Be in regular touch with mentees through scheduled meets
- Understand the academic challenges of the mentees
- Understand the personal challenges, if any, of the mentees
- Counsel the mentees appropriately.
- Guide the mentees as per need.
- Collect data of mentees & maintain a file (Profiling the students)

The role of Heads of the Departments is very vital in the mentoring system.

- HoDs meet all the mentors in the beginning of the semester and give them necessary instructions in the first department meeting itself.
- Review the activities of mentors and advise them whenever the situation demands it.
- Inform the parents, on issues like continuous absenteeism or behavioral changes,
- Seek the intervention of respective committees, if required.
- Keep the IQAC Mentoring Committee informed and updated.
- Identify the mentees who require financial assistance with the help of Mentors
- Making available text books and other study materials free of cost to the needy mentees.

IQAC has a three member Mentoring Committee that evaluates the mentoring activity in each department. It acts as a tool to streamline and monitor the mentoring activity in various departments. On the basis of feedback from mentors and heads of departments, IQAC organizes various seminars and workshops. IQAC also insists the departments to include the themes suggested by the mentors while organizing the programmes. For example, a first aid room and the service of a nurse is made available to the students. Apart from this, numerous self defense training sessions have been organized with Nanded Police for female students.

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Roles and Responsibilities of Mentees:

- Provide all the necessary data with relevant documents (Previous Academic Performance Records, documents for participation in extra/co curricular activities and academic advancement)
- Know what you want and ask for what you need
- Identify special goals that you want to achieve and discuss it clearly with your mentor
- Seek information regarding resources that you need from various sources
- Attend mentor meetings regularly & punctually
- Accept feedback respectfully & cordially & discuss future course of action
- Provide feedback and communicate healthy developments in you

Reciprocity in interaction is the key to a successful mentor-mentee relationship.

Expected Outcomes:

- A healthy Learning Environment
- Creation of positive communication channels with Principal, Parents and Staff for Students
- Enhancing a feeling of belonging among students
- Self confident, active, bold and responsible enthused student community
- Better attendance, lesser dropouts and good psychological health of students
- Ward progress assistance assurance for Parents
- Improved student Performance on different fronts

MENTEE RECORD

I. PERSONAL PROFILE

1. Name: _____

2. Admission Number: _____ Aadhar No. : _____

3. Address: _____

4. Contact Details-

Residential Phone No: _____ Personal Cell No: _____

E-mail: _____

5. DOB : _____ Age : _____ Blood Group : _____

II. FAMILY PROFILE

1. Father's Details :

Name: _____ Phone No: _____

Occupation: _____ Education: _____

2. Mother's Details:

Name: _____ Phone No: _____

Occupation: _____ Education: _____

3. Category: _____ Family Income _____

4. No. of Siblings _____

5. Local Residence: Hostel/Relatives/Parents _____

For Hostelites:

1. Local Guardian's Name :(LG).
2. Address:
3. Relationship with LG:

III. Academic Inputs

1. Name of the previous Institution:
2. Previous Course Completed:
3. Percentage obtained in the last qualifying exam:
4. Medium of Instruction:
5. Prizes awarded/earned In previous institutions

IV. Special Interests And Hobbies

V. Any Other Information

Name and Signature of the Mentee

MENTOR RECORD

1. Name of the Mentor :

2. Department :

3. Record for the Academic Year :

4. List of Assigned Mentees :

Sr. No.	Name of the Mentee	Class of the Mentee	Name Paper & Paper No.

5. Record of Issues Raised and Resolved

Sr. No.	Name of the Mentee	Details of Issues Raised	Details of Issues Resolved

6. Any other information :

Name and Signature of the Mentor

Signature of HOD

FEEDBACK FORM

1. Name of the Mentor : _____
2. Designation : _____
3. Department : _____
4. Name of the Mentee : _____
5. Admission in Programme : _____
6. Academic Year : _____

Meets us frequently (Score Range 1 - 10)	Is supportive & tries to solve our problems (Score Range 1 - 10)	Motivates us (Score Range 1 - 10)	Is promptly responsive to our needs (Score Range 1 - 10)	Has helped us for placement opportunities (only final year) or opportunities for higher studies (Score Range 1 - 10)	Total Score (5 - 50)

Name and Signature of the Mentee