

POLICY DOCUMENT FOR MENTOR – MENTEE PROGRAM

1. Guidelines for the Mentor – Mentee Program:

- a) Students shall be assigned to Mentors (Teaching faculty).
- b) A mentor shall have a batch of 30-35 students (Mentees).
- c) The mentor shall meet the mentees twice in the month (4th Period of either 1st & 3rd Saturday or 2nd & 4th Saturdays and record the outcome of the meeting)
- d) The mentor shall identify the students performing exceptionally well in curricular or co – curricular activities and report to the head of the institute / department for providing further motivation to advanced / gifted learners.
- e) The mentor shall also identify the students whose performance / attendance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parent, head of the department or the Principal.
- f) The mentor shall involve the Discipline Committee, if a student (mentee) violates the code of conduct.
- g) If required mentor shall refer the student to the Counselor.

2. Areas of Review:

- a) Attendance: The mentor shall observe and monitor the attendance of the mentee. He / she shall advise and take necessary follow up actions with regards to students who do not meet the attendance norms of the University.
- b) Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term end examination and help the mentee through counseling or by arranging remedial teaching, if necessary.
- c) Behavioral and discipline matters
- d) Physical and mental well being
- e) Achievements, talents and co – curricular activities

3. Duties / Responsibilities of Mentor:

- a) Introduce and discuss the concept of mentor – mentee system with the assigned mentees
- b) Call a meeting of all mentees and records their necessary details in the designated form, note any specific requirements of a student and discuss with them the complete schedule of future meetings.
- c) Keep a track of the attendance, academic performance and behavioral aspects of the student by interacting with several Committees and Departments.
- d) Support students academically and emotionally
- e) Contact parents to inform the progress of their ward, whenever required
- f) Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required
- g) Guide students and also arrange remedial teaching and advance learning, if required.

4. Duties / Responsibilities of Mentee:

- a) Attend meetings regularly
- b) Provide details of attendance, continuous assessment, term end examination, co-curricular, extra – curricular activities to the mentor whenever asked for
- c) Repose confidence in the mentor and seek his / her advice whenever required