



MANOHARRAO KAMDI MAHAVIDYALAYA

Chitanvispura, Mahal, Nagpur



MENTOR MENTEE POICY DOCUMENT

The institute 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 student's aspiration, strength, and weakness.

Principles of the mentor Policy

- 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.
- Mentees at the risk of poor academic performance will have the opportunity to work with the mentor whose roll will be provide them with additional support in academic issues.
- Helping the students to develop interpersonal skills.

Following are the objectives of the Mentor-Mentee Scheme

1. To attend the problems of the mentees.
2. To find out remedies over the problems of the mentees.
3. To provide helping hand (academic, financial, or personal) to the mentees.

Roles and Responsibilities of Mentor Roles:

Mentors provide guidance, advice, feedback, and support to the mentee, serving various role as a role model, teacher, counsellor, advisor and ally, depending on the specific goals and objectives negotiated with the mentee.

Mentor may help with exploring careers, setting goals, developing contacts, and identifying resources to the students.

- Meet the group of students regularly and continuously monitor, counsel, guide and motivate the students in all academic matters.
- Advise the students regarding choice of electives, projects, summer training, etc!
- Contact parents/guardians based on the situation demands e.g. academic irregularities, negative behavioural changes and interpersonal relations, detrimental activities, etc.
- Encourage mentees to meet their educational and professional goals and objectives.
- Helps the student to explore the career fields and provides information about Higher education and job opportunities.
- Share relevant life and work experience to assist the student mentee in making educational and professional decisions.
- Be familiar with the personal history of the assigned student including Educational and Family background.
- The academic and non-academic performance of the mentees must be communicated to their parents/guardians regularly.
- Maintain a student record with all discussions on academic performance, arrear exam appearance status, parent's interaction, leave details, extra and co-curricular activities report.
- Counsel the students whose progress is found unsatisfactory and reports the same to the convenor.

Explain about the student's importance of attendance and its implication to do well in examinations.

- Explain the importance of Internal Examination (s) and its consequence in the end semester examinations.
- Organize and coordinate students' day to day learning opportunities and activities in practice.
- Assess a student's total performance including skills, knowledge applied to practice, values, attitudes, and behaviours relevant to the stage of the programme.
- Share relevant life and work experience to assist the mentee in making educational and professional decisions.

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[PRINCIPAL]
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