



Janardan Bhagat Shikshan Prasarak Sanstha's

Changu Kana Thakur

Arts, Commerce and Science College, New Panvel (Autonomous)

Re-accredited A⁺ Grade by NAAC (Third Cycle-CGPA-3.61)
'College with Potential for Excellence' Status Awarded by UGC
'Best College Award' by University of Mumbai

Internal Quality Assurance Cell (IQAC)

Mentor-Mentee Handbook

Plot No. 01, Sector 11, Khanda Colony, New Panvel (W), Dist. Raigad,
Maharashtra, India- 410206

Phone: (022) 27464193, 27455760, 27461569 (Fax)

URL: www.ckthakurcollege.net

Janardan Bhagat Shikshan Prasarak Sanstha's
Changu Kana Thakur
Arts, Commerce and Science College, New Panvel (Autonomous)

Internal Quality Assurance Cell (IQAC)

Mentor-Mentee Scheme

Policy and Procedures

Introduction:

The purpose of mentor-mentee scheme is to provide a forum for students to seek academic and other related mentoring from the teacher by meeting regularly and discussing matters relating to study and career within an organized and supportive framework. The scheme is based upon encouragement, openness, respect, trust, constructive feedback and willingness to learn.

What is Mentoring?

Mentoring is a mutually beneficial relationship which involves a more experienced person helping a less experienced person to identify and achieve their goals. Mentoring can be practiced via a formally facilitated programme. Mentoring process facilitates student in cognitive, social and emotional growth.

A mentor provides support, knowledge, encouragement, guidance and a constructive feedback to the mentee by developing a genuine interest in the growth of their abilities and talents.

A mentee actively seeks support and guidance in their study and career development from a mentor. A mentee always has an ultimate responsibility for their study and career development.

Benefits of the Mentor-Mentee Scheme

1. Students will receive support and guidance in their academic and other related issues.
2. Students will be more motivated and confident for study and career development.
3. It will provide an appropriate and timely guidance to students for academic and career achievements.
4. Mentoring will maximise the achievements of students who are at the risk of underperforming.

Changu Kana Thakur A.C.S. College, New Panvel (Autonomous)

Mentors Responsibilities

Mentor should-

1. have commitment to mentoring programme.
2. have genuine interest in the mentees' growth and development.
3. be available and accessible when needed by the mentee.
4. have respect and consideration for the mentee.
5. listen to the mentees' questions and problems.
6. maintain mentor log and share a copy with Head of the Department at the close of the academic year.
7. maintain record of mentor-student meeting.

Mentors Role

1. Arrange the meetings with mentees.
2. Discuss expectations in the first meeting and review as meetings progress.
3. Assist mentee to identify individual needs and support for study and career development.
4. Identify student strength and encourage student with providing right level of challenges.
5. Identify students' weaknesses and help them to overcome them.
6. Provide appropriate and timely advice.
7. Assist the mentee to identify and solve problems.
8. Inform mentee about expected competencies by students.
9. Demonstrate professionalism, confidentiality and leadership.
10. In case of emotional issue the mentor-teacher would have to connect the student with counsellor of the institution.

Mentees Responsibilities

1. Be open to suggestions and feedback.
2. Be willing to ask questions and seek help when needed.
3. Be willing to seek out help early on from the mentor (before a problem gets out of hand).
4. Participate in scheduled meetings as per guidelines.
5. Seek help from another mentee when appropriate.
6. Implement suggestions made by the mentor.

Steps in the Mentoring Process

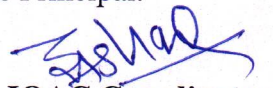
1. Allocation of the students to the mentor-teacher to be done by faculty In-charges.
2. The mentor-teacher should call for a meeting with the allocated students.
3. The students are to be asked to fill the SWOC and Student Profile Sheet.
4. Regular meetings with mentee are to be organised with specific agenda and record is to be maintained such as notice, attendance, geo-tagged photographs and minutes of the meeting.
5. The frequency of meeting is **twice in a semester**.
6. In the meeting the mentor-teacher will resolve academic and related issues of the mentee.
7. In case of emotional issue the mentor-teacher would have to connect the student with the counsellor of the institution.
8. Record keeping of issues raised and resolved in the mentor system.
9. The SWOC and Student Profile would be submitted to Head of the Department at the end of year by Mentor.
10. Mentor wise record of issues raised and issues resolved would be submitted to IQAC by the Head of the department of all mentors of the department at the end of the academic year.

Mentoring Structure

- Principal
- IQAC Coordinator
- Mentor Coordinator (Faculty In-charges)
- Mentor Facilitator (Heads of Departments)
- Counsellor
- Mentor teacher

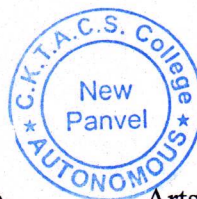
Grievance Redressal

In-case there is any complaint/concern from a student or the mentor teacher the issue should be discussed with respective Head of the Department (Mentor Facilitator) / Faculty In-charge (Mentor Coordinator). If still the complaint/concern continues then it can be brought to the notice of the Principal.


IQAC Coordinator

Changu Kana Thakur

Arts, Commerce & Science College,
New Panvel (Autonomous)




Principal

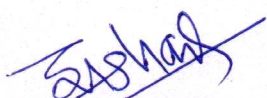
Changu Kana Thakur

Arts, Commerce & Science College,
New Panvel (Autonomous)

Changu Kana Thakur A.C.S. College, New Panvel (Autonomous)

SOP for the Mentoring System

Sr. No.	Activity	Responsibility
01	Teacher-Student allocation	Faculty In-charges (Mentor Coordinator)
02	Send the name of the teachers with the allotted students to the IQAC at the beginning of the academic year	Faculty In-charges (Mentor Coordinator)
03	Conduct meeting with the allocated students	Mentor-Teacher
04	Meeting record such as notice, agenda, attendance, geo-tagged photographs and minutes of each meeting	Mentor-Teacher
05	Filling of SWOC and Student Information Sheet in discussion with Mentor	Mentee-Student
06	Follow the steps in mentoring to achieve the objectives of mentoring	Mentor-Teacher
07	Collection of all the Records at the end of year from Mentor	Head of the Department (Mentor Facilitator)
08	Submission of Mentoring meeting Record of all the mentors of the department to IQAC at the end of year	Head of the respective Department (Mentor Facilitator)

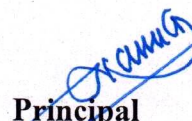


IQAC Coordinator

Changu Kana Thakur

Arts, Commerce & Science College,

New Panvel (Autonomous)

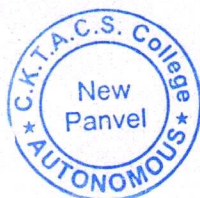


Principal

Changu Kana Thakur

Arts, Commerce & Science College,

New Panvel (Autonomous)



Proformas/ Formats for Record

Student Information Sheet

Academic Year: _____

Basic Information (Mentee)

Name of the Mentee (Student)	
Class	
Roll Number	
Mobile Number	
e-mail	
Year of admission at CKT	
Address for correspondence	
Any Health issue	
Father's Details	Name:-
	Profession :-
	Contact Number:-
Mother's Details	Name:-
	Profession:-
	Contact Number:-

Mentor Information

Name of the Mentor (Teacher)	
Designation	
Department	

Signature of the Mentee (Student)

Signature of Mentor (Teacher)

SWOC Analysis of the Mentee

(To be filled by student)

Name of the Mentee (Student): _____

Class: _____

Academic Year: _____

Strengths	
Weaknesses	
Opportunities	
Challenges	

Goals	Set by Mentee (Student)
Academic	
Career	

Signature of the Mentee (Student)

Signature of Mentor (Teacher)

Meeting Record

Academic Year: _____

Name of the Mentor: _____ Department: _____

Date of the Meeting: _____

Attendance

Sr. No.	Name of the Student (Mentee)	Class	Signature
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			

Signature of the Mentor

Changu Kana Thakur A.C.S. College, New Panvel (Autonomous)

Mentoring Record

Name of the Mentor _____ Academic Year: _____

Name of the Mentee	Class	Date	Issues Raised	Issues resolved	Sign of Mentee

Signature of the Mentor