

MENTOR-MENTEE MECHANISM



• INTRODUCTION:

Mentor-mentee system in an institution is an essential component for the successful academic development as it reduces the gap between faculties and students. Mentoring provides students with a sense of belongingness and guardianship among the students who took admission into the institution. A mentor plays a vital role in nurturing students and has a positive impact on students' persistence and academic achievement.

All faculty members are assigned the task of mentoring about 20 to 30 students from any semester and department. The mentee once assigned to a mentor will continue with the same mentor till the end of the programme of study.

All mentors are provided with mentoring log book to keep a confidential comprehensive record of their mentee's activities be it academic and co-curricular achievements.

• RESPONSIBILITIES OF MENTOR:

1. Communicate with the mentee at least once in a month in online/offline mode.
2. Notice mentee's background, knowledge, skill motivation, experience, hobbies etc.
3. Encourage inquisitiveness and interest in academic, co-curricular and social works.
4. Consult with the college authority about the needs of any mentee and take necessary action.
5. If situation demands contact parents/guardians and provide the information about the achievements of their wards.
6. Update them on various scholarships, fellowships, completion, internship, research project, job opportunities, etc.
7. Conduct special/remedial classes for slow learners in the group.
8. Mentors should help the mentee to improve their communication skills and remove hesitation.
9. For academic and career development of the mentee, the mentors should guide and advise them whenever necessary.
10. Mentors should help to develop leadership quality, team work among mentee.



- **RESPONSIBILITIES OF MENTEE:**

1. Commit to meeting with mentor on a regular basis.
2. Be respectful towards everyone and the mentor.
3. Focus on the guidance or advice provided by the mentor.
4. Share details of his/her performances in academic, co-curricular activities etc. with mentor.

- **EXPECTED OUTCOME OF THE MENTOR-MENTEE MECHANISM:**

1. Effective communication between mentor and mentee which helps in understanding the academic and non-academic problems/grievances of the student.
2. Identification of the learning abilities of the students and requirements of special needs.
3. To empower students through imparting skills for self-awareness, self-management, social awareness and relationship management.
4. Identification of slow and advanced learners and take appropriate steps.

- **FACULTY AND COLLEGE RESPONSIBILITIES TOWARDS SLOW LEARNERS:**

1. Making provisions of easy lecture notes/study materials.
2. Conduct group activities to boost interactive learning and confidence among them.
3. Arrange remedial classes.
4. Encouraging the students to join or participate in co-curricular activities.
5. Provide academic and personal counseling.

- **FACULTY AND COLLEGE RESPONSIBILITIES TOWARDS ADVANCE LEARNERS:**

Advance learners are the students who have better **Intelligence Quotient** and faster understanding of the subject. Such students require to be groomed beyond curricular to explore their full potential-

1. Providing extra facilities and academic input for better career growth.
2. Provide scholarship/awards to acknowledge their efforts and to enhance their performance.



3. Encouragement to join research projects run by the college to inculcate research orientation.
4. Honor and support innovative thinking. Help nurture their innovative ideas into products or models.
5. Encourage to join online courses offered by 'SWAYAM' or other platforms for enhancing the knowledge horizon.
6. Encourage to participate in seminars and workshops for enhancing knowledge.

- **MECHANISM FOR IDENTIFYING ADVANCE AND SLOW LEARNERS:**

To cater the wide array of diversity of students and to ensure excellence in academic standards, the institution has adopted the following methodology for the identification of slow and advance learners-

1. Performance in the continuous internal assessment.
2. Performance in the final examination of the previous semester.
3. Class observation by the teacher.

- **INITIATIVE TAKEN:**

The faculty members are to take initiatives for advanced and slow learners to strike a perfect balance between academics and co-curricular activities which enhance their employability attributes and achieving success in their respective professional careers are mentioned below:

- **INITIATIVES FOR SLOW LEARNERS-**

1. Extended library use.
2. Engagement in peer teaching.
3. Writing assignments on more challenging topics

- **INITIATIVES FOR SLOW LEARNERS-**

1. Compensatory teaching.
2. Remedial teaching.
3. Frequently varying instructional techniques in the classroom.



4. Encouraging them to articulate orally in the class and providing more chances for classroom participation.