



MES COLLEGE P.O. KOTTAYAM(DIST), KERALA STATE - 686509

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MENTORS AND MENTEES

MENTORING PROGRAM HANDBOOK

FOR MENTEES AND MENTORS



Mentoring Committee

Principal as chairman

Mentoring Coordinator

Members :

IQAC Coordinator

HOD's of all departments



This handbook has been developed by Mentoring at MES College Erumely.

This handbook is designed primarily to support the activities of peer mentors engaged in the provision of mentoring for students in this institution.

This resource brings together information that may be useful for mentors to assist with the planning and implementation of their respective mentoring programs.

Acknowledgement:

Mentoring at MES College erumely gratefully acknowledges the contribution of staff across the institution towards the development of material used in this handbook.

Information contained in this handbook is correct at the time of publication.

Mentoring System
MES College Erumely
March 2021

<http://meserumelycollege.ac.in/Mentoring/>

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The Mentoring System

The Mentoring System was introduced to monitor student progression both in academics and help students deal with issues related to life on campus and also give guidance related to their personal issues.

“The mentor acts as a guide, supporter, sounding board and, sometimes, as a role model”

In recent years, the Mentoring System has emerged as a strong response to the plight of students at-risk. MES College Erumely offers a highly-efficient Mentoring system through which a group of students are assigned to a faculty member at the commencement of the program. The institute has an integrated mentoring system where the faculty acts as a link between the students and the institution. Mentors meet their students and guide them with their studies and extracurricular activities. They also provide advice relating to selection of major, career guidance, projects and personal problems.



OBJECTIVES OF MENTORING SYSTEM

- ❖ Each student in a department are under the supervision of the Head of the department
- ❖ Each batch/class is assigned a class supervisor to support students.
- ❖ Each teacher should be assigned as the mentor of some of the students of all batches/class and guide them.
- ❖ Mentors will continue for the same group of students from admission till their graduation.

PARTICIPANT ELIGIBILITY

Any member of the Institute can be a mentor/mentee.

MENTORS

Mentors would be the faculty of this institution. Mentors will have excellent communication skills, particularly listening, a desire to contribute to the future of the planning profession and the time to commit to several 1 hour meetings for the duration of the program.

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

MENTEES

Mentees may be students of undergraduates or postgraduates. A mentee actively seeks support and guidance in their career and professional development from an experienced mentor.

A mentee always has ultimate responsibility for their career and professional development.

The relationship is based upon encouragement, constructive feedback, openness, mutual trust, respect and a willingness to learn and share



IMPLEMENTATION OF MENTORING SYSTEM

- Phase I: Appointing mentors from the faculty of the parent department considering student-to-faculty ratio.
- Phase II: Allocating students to the mentors.
- Phase III: Interaction of students with the mentors and identifying strengths and weaknesses of the mentees.
- Phase IV: Periodic meeting of the mentees with the mentors and remedial training of the learners, training students to take up higher skills.
- Phase V: Obtaining feedback from the students at the end of the session.



Mentoring System- General Guidelines

The Mentoring Process

The scheme is adapted for the value additions to the students. Creation of a better environment in college, where students can approach teachers for both educational and personal guidance. Personalized professional/career advice, motivation and support is given to the mentee.

Mode of conducting sessions:

Mentoring sessions are the meetings between mentor and mentee, where the advice, knowledge sharing, and problem solving all takes place. This session would go primarily on an interactive basis. A mentoring relationship is a two-way process. While a good mentee is commonly expected to drive the session. It is expected that all the students will actively and spontaneously take part in the discussion. The purpose of mentoring is to facilitate someone's growth and see their progress. Report cards maintained for each student. The report card has both personal and academic data. Regular meetings held between mentor and mentee. These

sessions may only take place every month or so, and there's a lot to discuss. It's therefore important for mentoring sessions to follow a structure, to ensure they stay productive and valuable for both parties. During a semester minimum 8 mentor sessions must be conducted.

Remember meetings will not be the only form of contact with your mentee. Virtual meetings, Telephone calls, emails and brief on the job discussions will also be a part of the process but you should have an agreed number of scheduled meetings with your mentee set to fit around the action plan of the mentee, and around specific points in their development.

Language is not a bar. The students may speak in English, Hindi, or their mother tongue. Do not be judgmental. Students should feel free to speak their mind frankly, without feeling the pressure of being judged. They should feel comfortable and be able to see a bond with you.

We can deal with ordinary situations, If extraordinary situations arise direct students to appropriate authorities to address these issues.



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 regard to students who do not meet the attendance norms of the University.

Attendance criteria remains the same as per the other courses i.e. in principle, a student is expected to attend all the mentor sessions. The attendance should be more than 75% - whatever may be the circumstances. If a student is absent in a mentor session, ask him/her the reason for the absence in the next mentor session. If a student is absent in two consecutive mentor sessions, convey it to parents. Tell them that if students are absent, it breaks continuity of the session's discussions.

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 counselling or by arranging remedial teaching, if necessary.

c. Behavior and discipline matters: The mentor helps to correct behaviors that detract from their performance or strengthen

d. Encourage and support Achievements, talents and co-curricular activities

Maintaining student Profile:

Mentors should update the student profile given on a timely basis. The mentee chart contains the current Mentee status details. The information provided is confidential and will be used only to determine eligibility for the mentoring program and for purposes of finding a suitable mentor.

Initial Meeting

- Explain the purpose of the mentoring relationship
- The format of the meetings and how these will work
- Role and responsibilities of both parties
- Safe and confidential environment
- Open to challenge, new ideas & thinking
- Be responsible for growth and development
- Set goals - be self aware



ROLES AND RESPONSIBILITIES

Mentor

- ★ Work with the mentee in developing an Individual Development Plan.
- ★ Understand how the organization manages its programs and Introduce and discuss the concept of mentor-mentee system with the assigned mentees.
- ★ Meet routinely with the mentee to discuss and monitor progress and record their necessary details in the designated form, note any specific requirement of a student and discuss with them the complete schedule of future meetings.
- ★ Ensure mentee work projects have start and end dates, and do not distract from the mentee's official duties.
- ★ Keep a track of the attendance, academic performance and behavioural aspects of the student by interacting with the Class supervisor and the hostel authorities etc.
- ★ Support students academically and emotionally.

- ★ Contact parents to inform the progress of their ward, whenever required.
- ★ Maintain a record of the progress made by the students and take remedial actions wherever required.
- ★ To guide students and also to arrange for remedial teaching, if required.
- ★ Provide feedback and recommendations for program improvement.

Mentee

- ★ Attend meetings regularly and actively participate in mentoring activities and goal accomplishment.
- ★ Fill personal information at the time of joining the mentor mentee system.
- ★ Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to the mentor whenever asked for.
- ★ Repose confidence in the mentor and seek his/her advice whenever required.
- ★ Provide feedback and recommendations for program improvement.



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MENTEE CHART

Name of the Mentor : _____ <Teacher's Name> Department : _____ <Dept. Of Student & Teacher>

Name of the Student : _____ <Name of the Mentee Student> Academic Year: _____ <Joined year of the student>

PERSONAL INFORMATION		
Program: <Course taken by the student>		Semester: 1/2/3/4/5/6 which belongs to
Batch: <Year of study> 2020 - 2022	Admission No.: <As per college record>	Register No.: <As per university record>
Date of Birth: <As per SSLC Book record>	Blood Group: <As per SSLC Book record>	Aadhar No.: <As per govt. record>
Mobile No.: <Student personal Number>	Residential Phone No: <Parent's Contact Number>	Email id. <Student Valid email Id common for whole college purpose>
Mother Tongue: <Student's Mother tongue>	Languages known : <Read/ Write/ Speak>	
Local Address : <Current residing address. If any changes in future notify your mentor>		
Permanent Address : <As per college record>		

FAMILY PROFILE		
Father's Name: <As per college record>	Occupation : <As per college record>	Mobile No.: <father's Personal Number>
Mother's Name <As per college record>	Occupation : <As per college record>	Mobile No.: <Mother's Personal Number>
Category: <As per SSLC record>	No. of Siblings: <Student's own Brother/ Sisters>	Family Income: <As per ration card>
For Hostelites:	Local Guardian's Name (LG) : <As per college record>	
Address <As per college record>		Relationship with LG: <As per college record>

Educational Details						
Percentage Attendance (To be filled by mentor)	Sem. I <78%>	Sem. II <80%>	Sem. III <85%>	Sem. IV <87%>	Sem. V <90%>	Sem. VI <92%>
University exam pass percentage	Sem. I <56 %>			Sem. II <65 %>		
	Sem. III <73 %>			Sem. IV <75 %>		
	Sem. V <80 %>			Sem. VI <85 %>		

Extracurricular Activities	NSS: (Yes/No) : <YES> NCC: (Yes/No) : <NO>
Sports/ Interests/Achievements:	1. National level Champion 2. Singer 3. IV semester Topper 4. Football team member
Cultural:	Participate debates and speeches as part of college fest
Hobbies:	Reading, Listening Music
Any other skills :	Technology Skills Creativity and Innovation
Goal of your life :	<Self development and professional success>

Any health problem: <NIL>

Any other problem: <NIL>

Mentor's Remark: He / she is Self-Disciplined, Diligent, Punctual and Courteous.

Signature of Student :

Signature of Mentor :

Date: <30-03-2021>

Date: <30-03-2021>



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MENTORING DIARY

Name of Department:- <Name of the parent department of the mentor teacher>

Name of Mentor:- <Full Name of the mentor teacher>

Number of Mentee Allocated : <Total students under or allotted for the current year>

MENTOR - MENTEE SESSIONS ATTENDANCE RECORD

SL. No	Allotted student / Mentee	Class Now attended	Date of Meeting	Academic or Stress Issues	Resolution/ Action Taken	Signature of mentee
Filled if a student has any issues (refer area of review on page no-5) and meet regularly						
1	<Name of the student1>	S1 BCA	<dd/mm/yyyy>	Lack of attention in the class	Change diet and sleep habit	
2	<Name of the student2>	S4 BBA	" "	Attendance shortage, discipline	Advice, Regular scheduled meetings	" "
3	<Name of the student3>	S2 BCom OM	" "	Poor Grades	Motivation Find the right learning style Remedial class	" "
4	<Name of the student4>	S2 MSW	" "	Depression, behavioural problems	Suggest Counselling	" "

Signature of : Teacher mentor Mentor Coordinator Parent Dept. College IQAC College Principal
 Mentor Coordinator HOD IQAC Coordinator Principal

MENTOR - MENTEE SESSIONS REPORT

Session Date & Time	No. of Students Present	Points Discussed	Remarks
Session 1 dd/mm/yyyy 2pm : 3 pm	<15>	<ol style="list-style-type: none"> 1. Discuss career and educational backgrounds 2. Discuss goals and objectives for the year in the mentorship program 3. Decide on the best form of communication for scheduling future meetings 	Get to know each other
Session 2 dd/mm/yyyy 10am : 11am	<20>	<ol style="list-style-type: none"> 1. Continue discussion about mentor's history 2. Discuss skills necessary to achieve these goals 	Meeting conducted as per schedule
Session 3 dd/mm/yyyy 10am : 11am	<18>	<ol style="list-style-type: none"> 1. issues faced over the course of this year 2. How can you improve your leadership skills 	Rescheduled due to unavailability of participants
Session 8 dd/mm/yyyy 10am : 11am	<19>	<ol style="list-style-type: none"> 1. what worked and didn't work in the mentorship year 2. Create a list of suggestions to help future mentor/protégé teams for next year's program 	Evaluate year

Next Meeting:

Date: dd/mm/yyyy

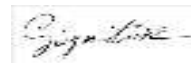
Time: start hour : end hour

Location : <Room No/
virtual meeting platform>

<Teacher Mentor>
Signature of the Mentor

Improvement chart / Progress Chart

Sl. No	Name of the Student	Class	Active Participation in Mentor Program (Yes/No)	Areas of Improvements Seen in Student		Remarks
				Curricular	Co-curricular	
Fill only if issue arise like the progress of problem solving						
1	<Name of the student3>	S2 BCom OM	YES	Academic poor grading		Participate remedial class
2	<Name of the student4>	S2 MSW	YES		Lack of confidence	employing counseling



Signature of Mentor

MENTOR EVALUATION FORM (Completed by the Mentee)

Dear Student please provide information and insight regarding the Mentorship program by indicating a rating value for the following questions related to the activities and the nature of the mentoring process.

Mentee's Name : <Full name of the mentee student>

Mentor's Name : <Full name of the mentor teacher>

Mentoring Start date : <As per mentee chart>

End date : <as per mentor -mentee session report>
<ie, Page No 11 last session date>

Number of meeting held : <considering mentor-mentee sessions attendance record (Page No. 10) and mentor-mentee session report (Page No. 11)>

Questions	Definitely (4)	Probably (3)	Possibly (2)	Probably Not (1)	Definitely Not (0)
My mentor was accessible and available	4				
My mentor communicated regularly with me		3			
My Mentor might have been more supportive	4				
My mentor assisted me with my understanding of the academic routes to achieve my current career goals		3			
My mentor has provided contact opportunities for undertaking activities			2		
Did/does your mentee consider your advice and accept encouragement from you with respect to his/her goals and objectives?		3			
In your view, are the Mentor/Mentee guidelines adequate?		3			
I learned important lessons about my career or profession from my mentor.	4				
Did you and your mentee complete the goals planned?	4				
Do you think that your experience as a Mentee will help you in your future career?		3			

Mentee Signature:



Date : dd/mm/yyyy

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Mentor - Mentee

