



**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND  
MANAGEMENT STUDIES**



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**MENTOR MENTEE HANDBOOK**

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**With effect from the Academic Year 2020--2021 onwards**

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**BUNTS SANGHA'S S.M. SHETTY COLLEGE OF SCIENCE, COMMERCE AND MANAGEMENT STUDIES  
HIRANANDANI GARDEN, POWAI, MUMBAI - 400 076**



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### **MENTOR MENTEE PROGRAMME**

Mentoring programme in higher education institution is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the teachers and students. Each teacher in all departments is assigned with the task of mentoring students. This programme is conducted at two levels; group and personal. All teachers conduct at least two group level interviews of his group every year. The personal level interviews with the students are also conducted periodically. All mentors keep a confidential data sheet about their students, 'mentors' assessment of students which records a report of mentoring done by the teachers. These reports are periodically evaluated by a team of teachers selected from each department. The mentoring programme is monitored by a committee consisting of the Principal, Vice Principals and a team of experienced teachers.

#### **Objectives of Mentoring:**

- To establish a relationship of trust with accountability and responsibility.
- To play an important role in helping troubled students cope with academic, extra-academic and personal problems.
- To prepare learners to successfully clear their regular and ATKT exams.
- To motivate learners to participate in various inter collegiate and intra collegiate activities.
- To ensure regularity and punctuality of learners through counselling sessions.
- To prepare learners for successful careers.

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### **Guidance**

It is important that all students receive regular guidance, get regular source of information. Mentoring aims at following guidance to the mentees:-

- Lessons on civic responsibilities
- Target setting
- Career guidance
- Guidance on higher studies
- Communications through proper source (e.g., through student newsletters like Dhvani, college website)
- Soft skill training initiatives for the students
- Curricular and extracurricular activities
- Intercollegiate activities and participation
- Community involvement opportunities

### **Responsibilities of a Mentor**

- Meet the mentee student once in a month.
- Track the academic performance of the mentee and counsel, guide and motivate in all academic and professional matters.
- Advise the mentee regarding choice of electives, add on courses, external certifications, project, internships and other co-curricular matters.
- Advise for career options and its planning and development.
- Maintain a confidential progressive record of the mentee.
- Intimate the Coordinator of the Programme and suggest if any coordinated action is called for.
- Contact parents/guardians if situation demands e.g. irregularities, negative behavioural changes and interpersonal relations, detrimental activities etc.
- Maintain contact with the students even after their graduation

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### **Responsibilities of a Mentee**

- Respect the mentor
- Regularly attend the meetings with the mentor and seek advice.
- Provide the details of his/her performance, curricular and extracurricular activities to the mentor.

### **Responsibilities of the Mentor**

- Allocate mentors to all the students.
- Review the mentor – mentee system on regular intervals.
- Support and advise the mentors for effective discharge of their duties.
- Keep the head of the institute informed.

### **Peer Mentor**

Peer mentors can be defined as; 'A body of students who have volunteered to undertake training so that they can offer support to other students experiencing particular problems, and help to reduce the amount of bullying in the Institute'.

A student with good academic record of more than A 'grade in examinations can be appointed as a peer mentor to help the mentee teacher. Peer mentors are appointed by the teacher mentor if the need arises.

### **Benefits to the Mentee**

- Enhances confidence
- Individual recognition and encouragement.
- Psychosocial support.
- Advice on balancing range of academic and professional responsibilities.
- Provides role model for professional leadership and facilitates stronger interpersonal skills.

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- Access to a support system during critical stages of your academic and career development.
- Acts as an insider perspective on navigating your career.
- Direct access to powerful resources within your major or profession.
- The foundation of a lasting professional and personal network.

### **Benefits to Mentor**

- Support and foster the next generation, leaving their legacy.
- Contributes to the mentors own personal and professional growth.
- Exposure to the emerging talent pool.
- Professional distinction as someone who can serve as an example and role model for others.
- Enhancement of coaching, leadership, management, and recruiting skills.
- Provides intrinsic satisfaction by helping an emerging professional develop to his/her potential.

### **The Process**

- Principal identifies the mentor teachers and allocates the teachers to the coordinator of various programmes by circulating a notice
- Coordinators allocates mentee students and also guides the mentors with the process
- Mentors forms social media groups with the mentees for their regular interaction
- Mentors ask Mentees to download the Mentor form and fill it and submit for the preliminary information
- Mentors takes periodical group meeting and monthly meeting with individual mentee
- Mentees are guided by the mentors and reports to the respective Coordinators at the end of each semester
- Coordinators submits the final reports to Principal and IQAC at the end of each academic year

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**APPENDIX 1**

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**MENTEE EVALUATION FORM**

**NAME OF  
MENTOR:**

\_\_\_\_\_

MENTEE NAME: \_\_\_\_\_

CLASS: \_\_\_\_\_ YEAR: \_\_\_\_\_

CONTACT NO: \_\_\_\_\_

EMAIL I.D. \_\_\_\_\_

Examination	Year	Percentage

**A. Know Your Mentee**

Sr. No	Criteria (to be filled by mentor)	Excellent	Good	Satisfactory	Poor
1	Communication (Language Barrier, Medical reasons etc)				
2	Analytical ability / Technical skills/ Functional skills				
3	Communication with Peers (Principal, Vice- Principal, Co-ordinator, Class In-charge,				

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	Mentor etc)				
4	Attitude (Overall behavior)				
5	Bonding with family				
6	Overall Stress Management (Stage fear, fear of performance, etc)				

**8. How many hours do you spend on studies every day? \_\_\_\_\_**

**9. State your hobbies:**

\_\_\_\_\_

**10. What are your career preferences?**

\_\_\_\_\_

**11. Have you completed any skill development course? Yes / No**

**12. Is your family financially sound to take care of your college fees? Yes /  
No**

**13. Are you doing any part time job? Yes / No**

**If yes, state the reason for the same**

\_\_\_\_\_

\_\_\_\_\_.

**B. Scope of Improvement from Mentee's Point of View (Tick any 3 to 4  
areas of improvement)**

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<b>Sr. No.</b>	<b>Particulars</b>	<b>Checklist</b>
1	Career awareness, Planning and Development	
2	Self-awareness, Concentration & Confidence	
3	Academic Planning & Goal Setting	
4	Presentation, Communication skills etc.	
5	Handling Fear & Stress	
6	Technical Skill Development	
7	Analytical Skill Development	
8	Social, Cultural & Psychological issues	

**C. MENTOR-MENTEE MEETING RECORD**

<b>Sr. no</b>	<b>Date</b>	<b>Signature of Mentee</b>	<b>Suggestion</b>	<b>Mentor's Remark</b>
1				
2				
3				
4				
5				
6				

**D. MENTORS REPORT**

**(To be filled at the end of the year)**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	<b>Did mentee co-operate throughout the year?</b>			
2	<b>Did mentee attend all the mentorship meetings?</b>			
3	<b>Did mentee follow the instructions for improvement given by you?</b>			
4	<b>If there was any behavioral issue of mentee with his classmates or fellow students?</b>			

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<b>5</b>	<b>If there was any behavioral issue of mentee with Teachers?</b>			
<b>6</b>	<b>Is mentee referred to Counselling Centre?</b>			
<b>7</b>	<b>Is mentee involved in any wrong doings (Drugs, Porn etc)?</b>			
<b>8</b>	<b>Is mentee able to manage his/ her personal issues and stress?</b>			

**Any other matter that mentor wants to specify:**

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**Mentor's Signature**

Date: 10/07/2020

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