

**Mentor Mentee System**

**Introduction**

Maharaja Bijli Pasi Government PG College, Ashiana, Lucknow, adopts a Mentor-Mentee System, as it is an essential component for a successful career, as it bridges the gap between faculty and students. Mentoring provides students with emotional and instrumental support, guidance, encouragement, and a better college environment. A mentor plays a vital role in nurturing students and has a positive impact on students' persistence and academic achievement. A mentee can approach the mentor for both educational and personal guidance. It helps to build an interpersonal relationship between the faculty and students, and strengthens the varied capabilities of the students.

**Objectives**

1. To establish a relationship between Mentor and Mentee
2. To ensure the quality performance of the students in academics.
3. To deal with holistic development and related issues of the students.
4. To provide support and a pleasant learning environment.
5. To guide higher studies and various career opportunities.
6. To discuss stress-related issues.
7. To regulate the academic involvement and assess the outcome.

**Guidelines for Mentor**

1. The mentor should be punctual for the sessions.
2. The mentor should maintain the Mentee's record regularly.
3. The mentor should keep an open eye towards the Mentee's problems.
4. Mentor shall be impartial towards all of their Mentees.
5. Mentor should not be judgmental towards any Mentee.
6. Confidentiality should be maintained.
7. The mentor should take the initiative in the relationship.
8. Mentor should respect their Mentees' time as they respect your own.
9. The mentor should make only positive or neutral comments about your mentee.
10. The mentor should offer support to the mentees when required.

**Guidelines for Mentee**

1. The mentee should be punctual for all the sessions.
2. Mentee should be open about their Goals and Aspirations.
3. Mentee should respect the Mentor and seek their advice.
4. The mentee should use active listening skills in discussions with the Mentor.
5. The mentee should be proactive.
6. The mentee should show appreciation for the time and assistance given by the mentor.

## **Mentor Training**

1. Clarity in the objective of the mentoring program.
  2. Roles and responsibilities of mentors.
  3. Brief explanation regarding maintaining records.
2. Types of mentoring done in our institution are
  1. Professional Guidance – Regarding professional goals, selection of a career, and higher education.
  2. Career Advancements – Regarding self-employment, entrepreneurship development, opportunities, morale, honesty, and integrity required for career growth.
  3. Coursework Specific – Regarding attendance and performance in the present semester and overall performance in the previous semester.
  4. Lab Specific – Regarding Do's and Don'ts in the lab.

## **Orientation of Mentee**

1. An overview of the system should be given to the Mentee.
2. Introduction with their respective mentors.
3. Brief explanation of the Mentee Record Form.

## **Communication Platform**

1. Gmail
2. Social Media Platform
3. Monthly offline Meetings
4. One-to-one sessions if required

## **Monitor & Evaluation**

1. Records of Mentees should be maintained by the Mentor in both Offline & Online modes.
2. Google Forms, Social Media messages, and letters shall be used for the conduct of sessions.
3. The development of the Mentees with every session should be updated and evaluated at the end of each term.
4. The measures taken for the development of Mentees shall be analysed differently for each and every Mentee.
5. Mentor has to prepare a yearly report on meetings conducted, issues handled, and resolved.
6. Critical and severe issues to be reported to the Grievance Committee, and a proper record should be maintained.

**REQUIRED ACTION: DEVELOPMENT OF A MENTEE FORM**

