



Guidelines for Mentor-Mentee

KAMRUP COLLEGE, CHAMATA

Introduction

The experience of the college life is commonly identified as a move away from the family and home. For many students, it may be the first instance to stay away from family restrictions and living an independent life. It is a transitional period in terms of economic status wherein, students are financially-dependent on the family, but they learn to manage their expenses by staying away from home. These factors bear tremendous changes in the behavioural aspects of students. Also, during this period, they are introduced to a wide range of technical / professional courses under the programs offered to them. At times, this adds to stress and anxiety amongst the students. If all these issues of students' life are dealt effectively and mentored properly, they may be moulded as sound professionals as per needs of the Society. Mentoring is a professional relationship in which the mentor strives to improve the mentee's abilities. Mentoring aids in the development of mentee's communication, interpersonal, and social skills, as well as providing a platform for enhancing a mentee's entire personality. Mentorship requires a commitment by the tenured faculty and administration to facilitate the establishment of mutually-rewarding relationships between mentor and mentee, proactive participation in the different aspects of the mentee's academic and professional life, and continuous evaluation and re-evaluation of goals and achievements. Effective mentorship is a process that blends role modelling, advising and nurturing.

Objectives

1. To provide a platform to the students for sharing their problems related to academic and non-academic matters .
2. To monitor the academic progress of the students
3. To identify slow learners, average learners and the advanced learners and to provide them suitable environment to grow and prosper
4. To provide interventions and assistance to the students to grab the opportunity for their overall growth and development

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5. To cultivate higher degree of professional responsibilities and imbibe the values amongst the young students.
6. To provide an opportunity for overall development of all the students

Benefits of Mentoring Programs to the Mentee

Because mentees are the focal point of mentoring programs, they're also the primary beneficiary of the end results. Mentorship helps improve all of the following for mentees:

1. Increased productivity
2. Build connections that lead to more career opportunities
3. Refine skills that lead to better on-the-job performance
4. Work toward achieving short- and long-term career goals
5. Gain a strong sense of personal career satisfaction
6. Develop a stronger connection to the company and colleagues (especially in a remote work environment)
7. Mentors help mentees reach their goals in a lot of ways, from providing professional guidance, practical real-life insights, and of course, honest feedback.
8. Consequently, mentees are held accountable by their mentors. Letting yourself down is one thing, but letting someone you respect dearly and look up to, who has given you his support, and vouched for you, get disappointed by your actions (or lack thereof), decisions, etc., is an entirely different thing.
9. Importantly, mentors help mentees expand their network and gain access to people that can further both career and professional development. Mentees could even gain another mentor in the process.
10. Lastly, mentees eventually become mentors themselves, and the cycle goes on and on. That's always a boon for sustaining mentoring programs long-term.

Key Benefits of Mentorship Program to the Mentor

Mentoring relationship gives a sense of purpose to mentors. While they can add exceptional value to their mentee's development, a mentee's success can easily become a mentor's legacy. What's more, those mentors may eventually turn into sponsors who can help the mentee reach new career heights. The mentee's success shows the value of their mentor. And if people see that, more people will show interest in collaborating with the mentor for more mentorship programs. With that said, the mentorship programs can do all of the following:

1. Improve the interaction skills of the mentor
2. Give mentors space to improve their "soft skills" like active listening, patience, and empathy
3. Boost important leadership skills
4. Allow mentors to expand their network to junior-level team members
5. Break down knowledge silos within the organization
6. Build strong culture within the organization more organically

Once established and normalized, mentorship programs quickly become valuable assets to any organization. The experiences mentees and mentors have in mentorship programs lead to intrinsic and professional benefits for participants, and very tangible financial benefits for the company.

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Appointment of Mentor:

1. All the faculty members including HOD shall be mentors for students admitted to the program of study.
2. As far as possible the students of a particular branch should be provided with the faculty member of the same branch/discipline and the mentor shall continue to be so for a particular mentee, till the completion of the program.

Role of Mentor

A Mentor is essential in supporting academic progression and the overall development of students. Strong support for student learning include advising on academics, enabling socialization within the college, and strengthening of attitudes towards learning and support for the overall well-being of the student. The role of a mentor is:

1. Establish a sustained connect with the Mentees, be helpful and encourage them to come up with their problems.
2. Mentor shall be available to the mentees beyond the classroom
3. Engage with the Mentees to identify and understand their strengths and areas of improvement
4. Take regular feedback on Mentees attendance regularity, academic performance, conduct, etc., twice every semester and mentor shall submit the report to the University Mentorship Coordinator on shortfall, if any
5. To maintain the Record of the students' Course Registration, attendance, Credit earned & the grades obtained right through the entire duration of the Program.
6. Counsel Mentees who have been involved in disciplinary issues
8. Identify Mentees who have attitudinal problems requiring Psychological Counselling and arrange for the same through a professional Psychological Counsellor.
9. Conduct interactive sessions apart from one-to-one sessions to the extent possible
10. Communicate Mentee's concerns about a particular course or other matters to the concerned officials
11. To maintain strict confidentiality on Mentee's concerns that is of personal / sensitive nature
12. Inform the parents of any issue that needs their attention
13. Encourage processes that would encourage in overall growth and development of the Mentee
14. To identify the interest areas and talent of the Mentee and encourage Mentee to pursue the talent

Role of Mentees: All Mentees are expected to

- a) Take best advantage of the Mentoring Program of Kamrup College and meet designated Mentors on a regular basis to resolve academic/other issues
- b) To maintain healthy attendance of the Mentor-Mentee meetings, the College authorities may, debar the students from taking Internal Assessment, Mid-Term or End-Term Examination, if the Mentee does not attend at least 75% of the scheduled meetings
- c) Take the feedback provided by the Mentors positively and act upon it totally

- d) Be open and receptive to the new ways of teaching-learning and seek help whenever required
- e) Be focused on achieving the desired results



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