



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Podar Educational Campus, Nawalgarh - 333042

(Raj.) Website: www.podarcollege.com

Hand Book of Mentor-Mentee Program

S.No.	Particulars
1.	About the Program
2.	Guidance
3.	Responsibilities of the Mentor
4.	Important notes about conduct and support
5.	Characteristics of a good Mentor
6.	Benefits of a Student Mentoring Programme
7.	Benefits to the Institute
8.	Coordinator of the Cell
9.	Mentor Mentee Form
10.	Mentor Report

Mentor-Mentee Programme

About:

We have high aspirations for all of our students and want to help them achieve and surpass their own expectations and those of the people who teach and care for them. This policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance.

Student mentoring in Seth Gyaniram Bansidhar Podar College, Nawalgarh is defined as a one-to-one relationship between a student and the mentor that occurs over a prolonged period of time. The mentor provides consistent support, guidance and concrete help to a student to provide them with a positive role model.

Some students involved in the mentoring program may be going through a difficult and/or challenging situation, a period of life in which they need extra support, or they may simply need to have another significant adult present in their life.

The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential. The college will ensure that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

Guidance:

- It is vital that all students receive regular and informed guidance, have a wide range of experiences and understand where to get further information and advice. This will be evident through a number of initiatives, including;
- Citizenship lessons.
- Individual learning reviews and target setting.
- Career Guidance.
- Guidance for Avenues to Higher Education.
- To tackle various academic and stress related issues.
- Workplace learning experiences offered.
- Regular internal communications with students (e.g. through personal visits and telephonic talks).
- Community involvement opportunities.
- In some cases the relationship between the mentor and the mentee may be the only stability student knows, and the only time anyone spends quality time with them. Therefore, the Institute stipulates that a student mentor spend a minimum of one hour every week with their mentees.

Responsibilities of the Mentor:

- Maintain Mentor-Mentee File.
- Maintain batch wise student roll call list.
- Keep contact details of students & parents.
- Record of all results.
- Student counseling should be done whenever required.
- Maintain record of mentees appeared to be disinterested in academic progress.
- To have regular communication with the parents of the Mentees.
- To submit a comprehensive Yearly Report on issues handled and resolved by the respective authorities.
- Maintain data of students' achievements.
- Maintain discipline among students.

Important notes about conduct and support:

- Avoid making negative comments about instructors, assignments, or texts.
- Refrain from doing students' assignments or suggesting grades.
- Be clear about expectations for academic honesty and integrity.
- Draw a clear line between friendship and mentoring.
- Encourage students to communicate with professors and use campus support services.
- Seek advice from the Academic Mentoring Program.

Characteristics of a good Mentor:

- A good mentor is someone who engages in a positive relationship with the student and gives them attention.
- The mentor needs to have positive self-esteem, react well to stressful situations and tolerate frustrating situations.
- They need to listen well and communicate on a level that the student can understand and not be judgmental.
- The mentor needs to provide leadership and guidance and be a positive role model, nurturing a relationship that respects the student's dignity.

- The mentor must always show up on time for sessions, be committed and accept their responsibilities.
- A good mentor will reinforce the student's successes and challenge them to do better and be willing to give them a fresh start if there are any lapses.
- They will not break the trust they have established.

Benefits of a Student Mentoring Programme:

- Students benefit by receiving the support and guidance of a caring adult or supportive peer and also receiving assistance with their academic studies.
- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/or higher education and receive assistance in choosing a career path.
- The Mentees will be encouraged to avoid the use of drugs and alcohol.
- Student will also improve interpersonal relationships, such as with Institute, the teaching staff and the student's family.

Benefits to the Institute:

- Having a student mentoring scheme helps to foster good community relations and contributes to the local and area targets for economic growth.
- Students will be more motivated and aspirational which will improve morale amongst the learning community.
- Mentoring will maximize the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for vulnerable groups of students.
- Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.

Coordinator of the Cell:

- A member of the Institute staff will act as a coordinator for all mentors. This person will be someone who wants to take on this role and is approved of by the group, not just be a staff member who is just given the role as part of a job description.
- The role of the coordinator will be to provide guidance and advice for group members and to look after the emotional welfare of the students involved in the scheme.
- They will ensure that students involved in the scheme can cope with their academic commitments.

- They will organise and provide appropriate training in the areas of confidentiality, boundaries, listening skills, issues that can and cannot be dealt with by the students and when to refer on.
- The coordinator will help the group maintain a flow of new volunteers and give assistance with general administration and access a budget (for publicity, badges etc.)
- They will act as a mediator within the group when problems arise and deal with difficult issues within the group e.g. a member breaching confidentiality.



SETH GYANIRAM BANSIDHAR PODAR COLLEGE

Mentor-Mentee Form

Session:

Name of Mentor:		Department:	
Personal Details			
Name of Student		DOB:	
Father's Name		Occupation:	Phone:
Mother's Name		Occupation:	Phone:
Communication Address			
Contact	Mobile No.		E Mail:
	Whatsapp No.		
Class		Category: GEN/OBC/SC/ST/SBC Minority:	
Academic Details:			
10th	Result:	School Name:	
12th	Result:	School Name:	
UG Part 1	Result:	Due Paper:	
UG Part 2	Result:	Due Paper:	
UG Part 3	Result:	Due Paper:	
PG Previous	Result:	Due Paper:	
Name of Subjects Offered:			

<i>Attendance (Present /Total Class)</i>											
<i>Month</i>	<i>July</i>	<i>August</i>	<i>September</i>	<i>October</i>	<i>November</i>	<i>December</i>	<i>January</i>	<i>February</i>	<i>March</i>	<i>April</i>	<i>Total</i>
<i>Total Class</i>											
<i>Present</i>											

Tests/Pre University Exam					
Name of Subject	Marks > 75%	60% < Marks < 75%	45% < Marks < 60%	36% < Marks < 45%	Remarks

Failed in Tests/Pre University Exam				
Name of Subject	Action Taken for Improvement in Institution	Action Taken for Improvement at Home	Final Progress	Remarks

Feedback and Remedies				
Date	Problems	Progress	Action	Signature of Parents

Signature of Student

Signature of Mentor



Seth Gyaniram Bansidhar Podar College, Nawalgarh

Mentor's Report

The Mentor Mentee Cell of the college has allotted me mentees in the academic session.....of the class.....

The mentee registration form was filled by..... students after meeting them personally.

As per the policy of the Mentor-Mentee Cell the discussion were made with the parents of local mentees by visit at their home and parents ofmentees who are not resident of Nawalgarh contacted telephonically.

The meeting/ contact with the parents were madetimes in the session to discuss about the progress of their ward and also about the guidance given for the overall development of his/her.

The following issues were raised by and those issues have been sorted out with due involvement of the administration.

The issues were as follows-

S.No.	Issue Raised	Action Taken to Resolve the Issue

Signature of Mentor

Convener (Mentor Mentee Cell)

IQAC, Coordinator

Principal