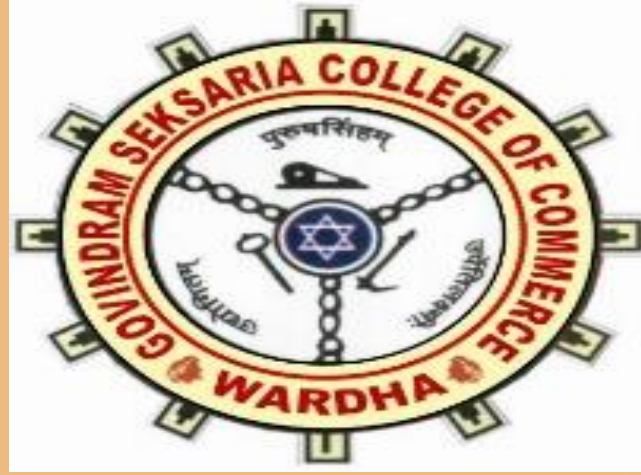


Shiksha Mandal's
GOVINDRAM SEKSARIA COLLEGE OF COMMERCE, WARDHA
{NAAC (UGC) ACCREDITED INSTITUTION (3RD CYCLE)}
{PERMANENTLY AFFILIATED U/S 2 (F)}
(A 'Hindi' Linguistic Minority College)



MENTOR-MENTEE HANDBOOK

Mentor-Mentee Programme

Mentor –Mentee Programme is an essential element towards a successful career and bright future of the students. It eliminates the gaps between the teachers and the students. Mentoring supports the students emotionally and provides an instrumental support, guidance, motivation and for effective pursuance of education. Every mentor is there to play a positive role in nurturing the student towards successful life in future through personal and focused guidance. It also envisages for building up the strengths of the students during their stay in the institution through effective interpersonal relationships between and among the students and so also the Mentor and Mentee.

24X7 Mentoring System

Mentoring mentee system at GSCCW is a structured programme in which each faculty is assigned with the task of mentoring students of each class. **The Mentoring is of 24X7 duration. It is conducted both Physical (Offline) and Virtual (Online) to deal with the issues related to Mentees. The Mentors are available both in Physical as well as Virtual Platforms.** For the smooth process all mentors are provided with mentoring log book to keep a confidential comprehensive record of their mentees activities regarding the Academic, Co-Curricular and Extra- Curricular achievements. During the interaction, Mentors document their observations and also develop a shared action plan to guide the students to enhance their professional growth. In addition, at the end of each academic year, mentors once again, assess their mentees and a final report is submitted to the Principal of the college. **The Quantity of Mentees allocated for Mentoring by each Mentor is to be decided by the Administration of the College every year.**

Aims and Objectives

- **To be able to guide and counsel 24X7 both Physical (Offline) and Virtual (Online) platforms to deal with the issues related to Mentees.**
- **To bridge the gap between the mentor and the mentee.**
- **To ensure the quality performance of the students in academics.**
- **To deal with the related issues for the holistic development of the students.**
- **To provide mutual support and congenial learning environment.**
- **To inspire and motivate for higher studies and competitive examinations.**
- **To discuss stress related issues.**
- **To regulate the academic involvement and assess the outcome**
- **To develop effective personality among the mentees.**

Programme Details

- Mentees shall be assigned to the mentors right from the admission to the programme.
- The Quantity of Mentees allocated for Mentoring by a faculty is to be decided by the Administration of the College every year.
- The mentees preferably be attached to the same mentor for the entire duration of the programme.
- The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy. The details about each mentee will be recorded and periodically updated.

- The mentor shall identify the students performing exceptionally well in curricular or co-curricular or Extra-Curricular activities and report to the head of the institution/department for providing further motivation to advanced/gifted learners.
- The mentor shall also identify the students whose performance/attendance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parents, head of the department for reforming the student.
 - a. Attendance: The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.
 - b. Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term and examination and help the mentee through counselling or by arranging remedial teaching, if necessary
 - c. Behavioural and discipline matters
 - d. Health and physical well-being
 - e. Achievements, talents and co-curricular activities
 - f. Stress related issues

Duties/Responsibilities of Mentor

- 1. To guide and counsel 24X7 both Physical (Offline) and Virtual (Online) platforms to deal with the issues related to Mentees.**
2. Introduce and discuss the concept of mentor- mentee system with the assigned mentees.
3. Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of a students and discuss with them the complete schedule of future meetings
4. Keep a track of the attendance, academic performance and behavioural aspects of the students by interacting with exam department and the hostel authorities etc.
5. Support students academically and emotionally
6. Contact parents to inform the progress of their ward, whenever required and visit the houses of mentees at least twice in the year.
7. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
8. To guide students and also to arrange for remedial teaching if required

Duties/Responsibilities of Mentee

- a. Attend meeting regularly
- b. Fill personal information in the form at the time of joining the mentor- mentee system.
- c. Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to the mentor whenever asked for.
- d. Repose confidence in the mentor and seek his/her advice whenever required.

Guidance Modus Operandi

It is vital that all students receive regular and informed guidance, through the Mentor. This will be imparted through a number of initiatives by the Mentor which include;

1. Imparting Moral and Ethical Values towards Society and Institution.
2. Individual learning strategies and goal setting strategies.
3. Career Guidance including Higher Education Prospects.
4. Behavioural Etiquettes.
5. Regular internal communications with students (e.g. through personal visits and telephonic talks).
6. Effective Personality Development.
7. Community involvement opportunities.
8. In some cases the relationship between the mentor and the mentee may be the only means to the student for knowing 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.

Don'ts of a Mentor

Important notes about conduct and support:

1. Avoid making negative comments about Co-Mentors / Mentees, Assignments, or Texts.
2. Refrain from doing students' assignments or suggesting grades.
3. Be clear about expectations for academic honesty and integrity.
4. Draw a clear line between Friendship and Mentoring.
5. Encourage students to communicate with Teachers and use campus support services.
6. Seek advice from the Academic Mentoring Program

Peer Mentor Co-ordinator

The Peer Mentors are Co-ordinated by a faculty member of the college acting as a Peer Mentor Co-ordinator. A Peer Mentor Coordinator is a staff member responsible for overseeing peer mentoring arrangements within the college. The Peer Mentor Co-ordinator do hold the following responsibilities:

- Mentor –Mentee allocation
- Norms for Mentor-Mentee interaction
- Overall maintenance of the Mentor-Mentee activity
- Infrastructure and related issues towards the smooth operation of the Mentor-Mentee activity.
- Record keeping of the activities and actions took place
- Policy and practice of the activity
- Overall supervision of the Mentors.

Peer Mentor Guidelines

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. The actual role of these students will be agreed among the students and the staff member who coordinates them but could include the following aims;

1. To reduce the amount of bullying in the Institute by supporting those involved
2. To be a 'port of call' for students with problems
3. To act as an additional service to that provided by staff - complementing rather than competing with it
4. To be accessible to pupils of any age, sex and background

Any Student in the Institute who becomes a student mentor must be someone who will be a positive influence in a mentee's life. The most crucial role for a student mentor is that person who has time for a mentee, who cares about them, who believes in them and is committed to a long term relationship with them.

Requirements to be a Peer Mentor

To become a peer mentor, the guideline are:

- An overall average of 75% and above attendance
- 75% in specific course
- Who participate in various activities of Curricular, Co-Curricular and Extra-Curricular activities
- Who is seen as a role model among the students in the respective class
- Aggregate Perception of the teachers of the respective class towards a student personality identified as an adorable one.

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 Peer Mentors

- Adults who volunteer to mentor students increase their involvement in the learning community and recognize they can make a difference.
- They will gain new experience and knowledge about young people and the Institute community and contribute to the wider aims of community cohesion and regeneration.

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.

Benefits of peer mentoring

- Peer mentoring is voluntary and therefore the students involved are motivated. It also helps to boost the self-esteem of those involved.
- Peer mentoring provides realistic role models for other students and enables the volunteers to learn new and transferrable skills.
- It can form part of community service/citizenship activities and is of benefit to the whole Institute community.

Hostel Mentor

Hostel Mentor is a faculty member of the college whom to mentor in day-to-day affairs in the hostel and help in maintaining suitable environment in the hostel campus. Responsibilities of a Hostel Mentor:

- Take care of hostelites in homely manner.
- Reports to the in-charge and the Principal of the college in case of any indiscipline or misbehavior by the hostelites.
- Looks into the grievances/complaints of the students if found genuine.
- Monitoring of Hostel Facilities
- Try to solve hostelites' query / problem
- Attend the meeting of hostel committee arranged by the Hostel Committee.
- Discuss the issues related to the fees of the hostelites with the concerned person at college.
- Arrange for first-aid in case of any emergency and arrange for hospitalization of student/staff, if required.



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Mentor's Information
Academic Year: 2023-24

Name of the Mentor	
Department:	
Contact Details with email:	
No. Mentees allotted:	
Class of the Mentee:	

Mentor Mentee Cell
2023- 2024

Name of the Mentee	
Department and Class	
Contact Details with email:	
Name of the Mentor allotted:	
Opinion of Parents:	

Signature (Mentor)

Signature (Parents)



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Mentor Mentee Cell
2023 - 2024

INFORMATION ABOUT STUDENT FOR MENTOR MENTEE CELL

Passport Size
Photo

1	Name of the Student (Mr. / Ms.)	
2	Date of Birth	
3	Class	
4	Roll No. (College)	
5	Mark of Previous Examination	
6	Name of the Father	
7	Father's Education	
8	Occupation of Father	
9	Name of the Mother	
10	Mother's Education	
11	Occupation of Mother	
12	Contact Number of Parents	
13	Permanent Address with Pin Code	
14	Mobile No's	
15	Parents Monthly Income	
16	No. of Siblings and their Names (Brothers & / Sisters)	
17	Whether siblings studying or not	Yes /No
18	If Studying Details of the Institution(s) and Class	
19	Identification Marks	
20	Blood Group. Height, and Weight	
21	Allergies, or other diseases if any Mention in detail	

Signature (Student)

Signature (Parents)

Note: Attach Proof of the Data and Information filled in the form for verification where ever necessary.



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**Mentor Mentee Cell
2023 - 2024**

Format of The List of Mentor- Mentees allotted for the Year 2023-24

S.NO.	MENTOR NAME	NO. OF MENTEES ALLOTTED	NAME OF THE MENTEE	MENTEE'S CLASS	ADDRESS AND PHONE NO.
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					