

# **HANDBOOK FOR MENTORS**

A mentor is the person who provides support and guidance to an individual to become more skilled. Mentor provides both personal and professional feedback to students in order to transition smoothly through their graduation.

Mentoring is defined as an act of helping and giving advice to younger or less experienced person (Mentee) to develop specific skills that will enhance mentee's professional and personal growth.

### **Role of the Mentor**

The mentor is required to listen empathetically, understand mentee's goals, strengths and challenges. Based on these goals the mentor can assist by sharing own experience, insights and feedback that will assist the mentee to achieve goals. The mentor can also connect mentee with individuals or groups who could be helpful for meeting his/her goals.

Mentor should help and guide the mentee to define his/her objectives. Accordingly advise the mentee on group dynamics, study material, research, paper/dissertation writing, scholarships, and other schemes relevant to the mentee.

A good mentor requires to motivate and encourage the mentee to take up challenges for learning and development or participate in new activities which will build the confidence and self-esteem of mentee. Guide the mentee by sharing your own work experiences, skills and networks which will help the mentee to take action for his/her objectives.

The mentor should be supportive, not critical or negative, and should remember that everyone's experiences and priorities are different. Provide mentee with reliable and constructive advice and feedback that can be acted upon.

Given that the mentoring relationship requires trust, communications between the mentee and mentor should be kept confidential.

The 3 A's of mentorship are fundamental to any form of mentorship. The mentor should be **available, analytical, and an active listener**.

### **College Guidelines for Mentors**

1. Each mentor is allotted a batch of students, as suggested by the Head of the Department in consultation with the Convenor of the Student Welfare Cell.
2. Mentors should conduct at least two meetings per month with their mentees and submit a brief report of the same to the Convenor of the Students Welfare Cell.

3. Mentors should keep track of mentees' academic and co-curricular interests and support them to overcome challenges.
4. Mentors should encourage students to participate in extracurricular activities at College, State and National level.
5. Mentors should interact with parents only in case of extreme situations.
6. Mentors should maintain records of all the meetings held with mentees/ parents and maintain record of mentees' progress.
7. Mentors should regularly update the record in the format provided by the Student Welfare Cell.
8. Mentors should provide mentees with information about possible financial assistance / scholarship schemes and other financial aid available.
9. Celebrate achievements of mentees be it big or small
10. The information shared by the mentee should be kept confidential

### **Mentor Do's and Don't's**

1. Do showcase openness to mentee.
2. Be available and accessible.
3. Maintain professional boundaries
4. Deal with mentee in an ethical and professional manner.
5. Be considerate about the mentee's feelings and emotions.
6. Demonstrate 'model professional attitude' in mentoring.

### **Don't's**

1. Don't wait to be asked for feedback instead take initiative and communicate
2. Don't bring up sensitive topics that may be triggering for mentee
3. Don't end the session on a sour note. Make sure to end each mentoring session amicably to ensure a positive overall experience.

## Appendix 1

### Mentor Record Sheet

Semester:

Date:

Details of the Mentor A. Y. 2023-2024

Name	
Designation	
Department	

Details of the Mentee

Name	
D.O.B.	
Programme	
Seat No.	
Class and Division	
Mentee's Phone Number	
Home Address	
Personal & Institutional email Id	
Name of the father/Guardian	
Name of the mother/Guardian	
Occupation of parents/guardian (Optional)	
Phone Number of Parents/Guardian	
Interest	

Physical/Mental Health Details

1. Any Health Problems \_\_\_\_\_
2. Any Learning disability/physical disability present ?  
Yes/No  
If yes, please mention it here \_\_\_\_\_

Academic Details

Grade/Percentage of Mentee for last examination	
Languages Known	
Sports (Interest/Achievements)	
Extracurricular Activities (Interest/Achievements)	

Mentee's Academic and Personal Goals

**1. Skills that you wish to develop through this Course**

(Example: confidence, accounting, analysis, etc)

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**2. Goals for the current year**

(Example: Participating in an extracurricular activity, passing the examination with 60%, etc)

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**3. Describe your career aspirations** (Career aspirations: long term career goals and plans)

(Example: Owning a business, secure a position in a reputed company, etc)

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Score/Link of Self Esteem scale:

	Positive	Negative
	Strengths	Weakness
Internal	<p>1.What study skills do you currently have? (Example: Self explanation, taking notes, etc)</p> <p>2. What academic writing and research skills do you currently have? (Example: excellent grammar, brainstorming, etc)</p> <p>3.What soft skills do you currently have? (Example: Critical thinking, leadership, etc)</p>	<p>1.What do you struggle with when studying?</p> <p>2. What are your weaknesses in regards to academic writing and researching?</p> <p>3. What soft skills do you lack?</p>
	Opportunities	Challenges
External	<p>1. Are there upcoming seminars, classes, or lectures that can help you improve?</p> <p>2. Do you have access to resources to help you improve?</p> <p>3. Do you have access to people or friends who can help you out?</p>	<p>1.What factors might get in the way of your goals?</p> <p>2. What obstacles can you predict that might interfere with your plans?</p> <p>3. What resources do you lack that might cause problems?</p>