



**Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College,
Vashi, Navi Mumbai
[Autonomous]**

**Policy Document on
Mentor-Mentee Committee**





Policy Document on Mentor- Mentee Committee

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MENTOR- MENTEE POLICY

Preamble

Mentor Mentee Scheme is a crucial component for a successful career as it bridges the gap between the faculties and students. Mentoring provides students emotional and instrumental support, guidance, inspiration and better environment in college. A mentor plays a vital role in development students and has a positive impact on academic achievement. A mentee can approach mentor for both educational and personal guidance. Mentoring is conducted to help the students to improve their various skills and to build an interpersonal relationship between the faculties and students.

Mentor-Mentee Committee (MMC)

Mentor-Mentee Scheme (MMC) policy applies to all mentors and mentees who take part in this programme. It aims to ensure that students have the opportunity to work with a mentor who will offer support and guidance on academic issues. Thus, a personal relationship is created for better understanding of the student's aspiration, strengths and weaknesses. Mentoring is recognized as a strategy required by the students to achieve learning goals with emotional and instrumental support. MMS incorporates the support of faculty members as "**Mentors**" to all the students in the Institute. Each student (**Mentee**) shall be assigned a "Mentor" to access support mechanisms to meet their academic needs. Mentors stimulate curiosity and build confidence by presenting new ideas, opportunities and challenges. By providing an open and supportive environment mentors discover talents and interests and define and help in achieving mentee's goals.

Karmaveer Bhaurao Patil College Vashi is committed to regularly review the effectiveness of the MMC Policy and procedures and adjusting as and when necessary in response to the needs of those involved.



MMC Policy

- Faculty members are assigned a group of 25 to 30 mentee students whom they serve as mentors.
- Each and every faculty member starting from Principal to newly join will be assigned the role of a Mentor.
- The first, Second and Third year B.COM students are assigned mentors from the Science department.
- Senior students from B.Sc. are assigned mentors from their respective departments.
- Senior students from B.A. are assigned mentors from their respective departments.
- Senior students from Self Finance Course (SEF) are assigned mentors from their respective departments.
- Mentor should take monthly meeting with mentee and resolve their issues.
- In case, if the mentor leaves the Institution, the information about the mentee should be shared with the new mentor.
- Proper confidentiality shall be maintained by the department and respective mentors.
- The mentors shall be informed in case of disciplinary issues on code of conduct with a student.
- Mentors should provide universal services and help students to become self-confident.
- Effectiveness of mentor-mentee relationship will be evaluated periodically.

Mentor- Mentee Mechanism

- The mentee and mentor data was collected through offline / online mode from students after allotment of mentors.
- Mentor organizes a group / individual meetings with the mentee monthly.
- Students can contact to respective mentor any time.
- For emotional issues, the mentor should have to connect the student with the Psychologist (Psychology Department)



Objectives

- The prime objective of MMC is to ensure students' overall development and growth.
- To improve their academic performance.
- Provide students with career and non-academic counseling.
- To generate curiosity and interest in academics and other activities amongst the students.
- To identify special talents, skills and passing this information on, to the appropriate committees
- To identify and alleviate psychological and other issues faced by students and refer them to experts (Psychology Department) for resolution.

Expected outcomes

- A healthy Learning Environment.
- Academic success and development in students' self-confidence.
- Improved program satisfaction.
- Enhanced networking skills.
- Stronger connections to the institution, and greater job satisfaction for both mentors and mentees.

Benefits of MMC

- Enhance academic performance
- Enhances the students' self-confidence
- It helps to psychosocial support for the students
- Help the students to develop the interpersonal skill
- Mentees get a direct access to powerful resources of the institution

ROLES AND RESPONSIBILITIES

Roles and responsibilities of mentors



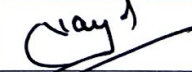
- Create a supportive and healthy environment
- Explore mentees career goals and provide information about Higher education and job opportunities.



- Meet with assigned mentees on a regular (usually Monthly) basis and maintain student activity logs. Assess mentees total performance – including skills, knowledge applied to practice, value, attitude and behavior
- Consistently take part in appropriate follow-up, documentation, and evaluation activities
- To make them aware on importance of choice of electives, certification courses, projects and summer training/internships
- Listen to mentees issues and counsel for their health, mental and emotional well-being
- Maintain a professional relationship, doesn't intrude into the mentee's personal life

Roles and responsibilities of mentees

- Identify the skills, knowledge, and/or goals that you want to achieve and communicate them to your mentor.
- Regularly attend the meetings with the mentor
- Provide the details of academic performance, curricular and extracurricular activities with relevant documents.

| Sr. No. | Role | Name | Designation | Signature |
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