

# Mentor – Mentee Policy



**UDAI PRATAP COLLEGE, VARANASI-221002**

(An Autonomous Institution Affiliated to Mahatma Gandhi Kashi Vidyapith, Varanasi)

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## 1. INTRODUCTION

Mentor- Mentee Policy of Udai Pratap College, Varanasi is framed with a vision to extend support and guidance to the students studying in various academic departments for the betterment of their academic and professional career and thereby, be able to better contribute towards nation building.

## 2. TERMINOLOGY

- 2.1. **Mentor:** A Mentor is a person with expertise, who can help develop the career of a mentee. He has the prime role of guiding and facilitating the mentee in achieving a higher level of performance as learner, examiners, competitor and quality performance. The mentor often has two primary functions for the mentee. The career-related function establishes the mentor as a coach, who provides advice to enhance the mentee's professional performance and development. The psychosocial function establishes the mentor as a role model and support system for the mentee. Both the functions provide explicit and implicit lessons related to personality growth, professional development as well as general work-life balance.
- 2.2. **Mentee:** The term Mentee is used to refer to the broad range of individual students studying in Udai Pratap College, who may be in the role of "learner" in mentoring relationships, regardless of the age or position of the mentor and mentee. The students may come across difficulties during the degree programmes and have to face academic and adjustment related challenges. To cope up with such problems and to enable them to excel in academics and profession as per their potential.
- 2.3. **Mentoring:** The Process of Mentoring involves the allocation of a set of mentees to a designated faculty in every department with the flexibility to opt for mentors of their choice in case of need. The mentoring process helps to keep track of the student performance academically and in other co-curricular activities as well. A mentor has a pivotal role in guiding the Slow and Advanced Learners as per the policy formulated for the purpose.

### **3. AIMS AND OBJECTIVES**

The mentor-mentee relationship is expected to create an environment of trust, friendliness and quality facilitation at all levels in the college. Our aim is to foster an environment where all students get rightly educated and take the right steps toward building their careers. The process has the following objectives:

- 3.1. To bridge the gap between the mentor and the mentee.
- 3.2. To ensure the quality performance of the students in academics.
- 3.3. To deal with the related issues for the holistic development of the students.
- 3.4. To provide mutual support and congenial learning environment.
- 3.5. To inspire and motivate for higher studies and competitive examinations.
- 3.6. To discuss stress related issues.
- 3.7. To regulate the academic involvement and assess the outcome.

### **4. NEEDS OF MENTEE**

- 4.1. Guidance in a general or specific professional area.
- 4.2. Series of questions or issues.
- 4.3. Early career development.
- 4.4. Creation of broad career development pathways.
- 4.5. Ethical and moral guidance.
- 4.6. Assistance in navigating professional settings, institutions, structures, and the system.
- 4.7. Professional identity development guidance.
- 4.8. Personal issues and problems of the mentee.

### **5. ROLES AND CHARACTERISTICS OF MENTORS**

- 5.1. Acts as an experienced role model.
- 5.2. Provides acceptance, encouragement, and moral support to the mentees.
- 5.3. Provides advice, counselling and coaching.
- 5.4. Facilitates professional development of the mentees.
- 5.5. Challenges and encourages appropriately facilitating mentees 'personality growth.
- 5.6. Provides nourishment, caring, and protection to mentees.



- 5.7. Integrates professional support with other areas such as faith, family, and community.
- 5.8. The mentor must refrain from discriminating with the mentees on any grounds.
- 5.9. Enjoys the opportunity to pass on their wisdom to mentees as early career professionals.

## **6. DUTIES/RESPONSIBILITIES OF MENTEE**

- 6.1. Maintain amicable relationship with the mentor as well as other teachers and staff.
- 6.2. Attend meetings regularly.
- 6.3. Provide details of attendance, continuous assessment, term end examination, co-curricular, extra- curricular activities to the mentor, whenever asked for/or as per the reporting system as developed by the department.
- 6.4. Repose confidence in the mentor and seek his/her advice whenever required.
- 6.5. Actively engage in the mentor-mentee process and follow instructions/guidelines in order to accept change.
- 6.6. Keep on striving for improving own performance and achieving excellence at all levels.

## **7. DUTIES/RESPONSIBILITIES OF MENTOR**

- 7.1. Introduce and discuss the concept of mentor- mentee system with the assigned mentees.
- 7.2. Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of students and discuss with them the complete schedule of future meetings.
- 7.3. Keep a track of the attendance, academic performance and behavioural aspects of the students by interacting with appropriate authorities etc.
- 7.4. Support students academically and emotionally.
- 7.5. Contact parents to inform the progress of their ward, whenever required and visit the houses of mentees as and when required.
- 7.6. Maintain a record of the progress made by the identified underperforming students(slow learners) and take remedial actions wherever required.
- 7.7. To guide students under their mentorship in all relevant matters.

## 8. PROGRAMME DETAILS

- 8.1. Mentees shall be assigned to the mentors right from the first year/first semester of the programme.
- 8.2. The mentees preferably be attached to the same mentor for the entire duration of the programme. However, the mentee may seek a change in their mentorship, if there is some genuine issue.
- 8.3. The mentor shall meet the mentees weekly in group. The details about each mentee and his/her issues along with action taken for resolution will be recorded and periodically updated. However, a mentee may contact his/her mentor as per the need.
- 8.4. The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the department (Convener) for providing further motivation to advanced/gifted learners.
- 8.5. 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 behaviour. If required, the mentor may involve the parents/head of the department for reforming the 6. The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to mentees who do not meet the attendance norms of the college.
- 8.6. The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term and examination, field work and practicals and help the mentee through counselling or by arranging remedial teaching/tutorials, etc. as per the need.
- 8.7. The mentor should also pay attention to-behavioural and discipline matters, health and physical wellbeing of mentees.

Presently Udai Pratap College, Varanasi is adopting Mentor-Mentee Policy at the faculty level for undergraduate students and at the department level for the postgraduate students.

  
Principal

PRINCIPAL  
UDAI PRATAP COLLEGE  
VARANASI

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