



ABN SEAL COLLECTION

A B N SEAL COLLEGE COOCHBEHAR
MENTOR MENTEE HANDBOOK

Mentor-Mentee Cell

A B N SEAL COLLEGE COOCHBEHAR

Opening words:

We have high very expectations for all of our students and want to help them fulfil and outshine their own set expectations. The taken policy points to recognise the best possible plan of action which have implemented to ensure remarkable levels of mentoring.

Student Mentoring of A B N Seal College is classified as a process of building up one to one cordial relationship between teacher and student which has been existed for prolonged over the year. The mentors extend their helping hand by providing continuous support and academic guidance. Some students who may be passing through mental stress in their life would also get affectionate support from their mentors.

The goal of student mentoring is to help all students involved in the mentoring program to develop the academic skills and self-confidence which are going to play a crucial role for their own futures.

Aims and Objectives:

- 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.
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Programme Details

- Mentees shall be assigned to the mentors right from the first year of the programme.
- A mentor shall not have more than 30 mentees at a time.
- 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 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 behaviour. 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

Nature of 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
- Work place learning experiences offered
- Regular internal communications with students(e.g. through personal visits and telephonic talks)
- ‘Thought of the day’ and ‘soft skill’ reinforcement initiatives
- 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:

- Prepare and maintain Mentor-Mentee Booklet.

- Prepare a list of contact details of assigned students & parents
- Prepare an excel sheet of academic performance
- Record of Mentor-Mentee meeting and note down the key points of the meeting
- Mentor can prescribe Student counseling if required.
- To have regular verbal communication with the parents of the Mentees and inform them about the mental and academic progression of students
- To submit a comprehensive Yearly Report on issues (raised by the allocated mentees), handled and resolved by the Mentor.
- Maintain data of students' achievements (academic as well as non-academic)
- Maintain strict discipline among students.
- Introduce and discuss the concept of mentor- mentee system with the assigned mentees.
 - b. 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
 - c. Keep a track of the attendance, academic performance and behavioral aspects of the students by interacting with exam department and the hostel authorities etc.
 - d. Support students academically and emotionally
 - e. Contact parents to inform the progress of their ward, whenever required and visit the houses of mentees at least twice in the year.
 - f. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
 - g. 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.

Benefits of mentoring

- ✓ Mentoring is a deliberate and conscious action and therefore the teachers involved are inspirational and feel motivated. It also helps to boost the self-value of those involved in such an activity.
- ✓ Mentoring provides realistic role models for students who are under their guidance and enables the mentors even to learn novel skills.
- ✓ It can form part of community service activities and can come to the benefit of the whole institute as well as the surrounding community.

Role of Mentoring Coordinator

- A member of the Institute staff will act as a coordinator for 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.