

J.D. BIRLA INSTITUTE
Department of Science, Commerce & Management
MENTOR-MENTEE PROGRAMME

February 20, 2023

Preamble

Mentor-Mentee Program is an essential component of any teaching-learning process as it can aid in bridging the gap between teachers and pupils. A mentor-teacher acts as a mentor, guide and philosopher, and students receive guidance, support, encouragement through mentor-counselling both in academic and personal matters and this has a good effect on their perseverance and academic success. Mentoring helps support the students in enhancing their range of skills and to foster communication between the faculty and students.

Aims & Objectives

- Establish good rapport with students to develop healthy Teacher-Student relationship.
- Foster regular communication with the students so that issues relating to their education, socioeconomic status, health, and family can be resolved and assistance provided.
- Provide emotional support to students on individual basis. Acclimatize new students to the campus and help outstation students to overcome home sickness.
- Provide academic counselling.
- Monitor attendance and behavioral aspects of students.
- Enlighten the students on professional ethics and conduct.

Mentoring System

Mentor-mentee system at JDBI shall be a structured programme in which each faculty shall be assigned with the task of mentoring about 30-55 students. For smooth functioning of the programme, all mentors shall be provided with mentoring log-book for keeping confidential and comprehensive records of their mentees' activities, academic, co-curricular and extra-curricular achievements. During the interaction, mentors shall 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 shall once again, assess their mentees and submit a final report to the Dean

Program Coordinator

- *Main Campus:* Dean (Science & Commerce) **Dr. Tapobrata Ray**
- *Management Campus:* Dean (Science & Commerce) **Dr. Sraboni Dutta**

RESPONSIBILITIES OF A MENTOR

1. General

- A mentor shall help a mentee to grow academically and personally by offering advice and encouragement.
- A mentor shall keep an eye on the mentees' overall conduct and sense of discipline.
- A mentor shall report any questionable activity to the Dean.
- A mentor shall submit annual report of his mentee students at end of academic year to the Dean.
- A mentor shall avoid interfering with the work of other mentors.

2. Meetings

The mentor is required to meet with the mentee at least once a week, keep a mentoring log-book (register) of their conversations during these meetings and create an action plan to help the students advance their professional development.

3. Personal Details

The mentor is required to keep detailed records of the mentee(s), which shall include contact numbers (student and parent), address, gender, class, section, and class roll number, as well as important information like nationality, SC/ST/OBC/Minority affiliation, AADHAR number, medical history, and participation in any sports or artistic endeavours.

4. Attendance

- The mentor is required to check frequently on the mentee's attendance, both overall and in each subject, including practical classes.
- If a student has attendance problems, the mentor must talk to them, offer advice, and make sure the mentee shows up for the following class.
- The mentor shall stay in touch with the mentee and urge them to inform the college about the circumstances and future plans in the event that the mentee continues to miss class for medical or other reasons. Also, the mentor must let Dean know about such a persistent issue so that Dean can take the appropriate action. Without the Dean's permission, the Mentor shall not contact the parent.
- The mentor is responsible for seeing that the mentees attend all college events.

5. Examination

- The mentor is required to ensure that the mentee is submitting class assignments on time and appearing for class tests and University examinations.
- The mentor is required to monitor the mentee's performance in examinations and will place a note to the Dean suggesting remedial coaching, if any.

6. Internship

The mentor is required to keep a check on the mentee during internship and keep track of his/her attendance and performance. In the event of any troublesome issues, the mentor must inform the Dean.

7. Counselling

The mentor shall provide emotional support and counselling to aid in the resolution of personal issues of the mentee; the mentor must refer the case to the college counsellor if it is a serious matter.

RESPONSIBILITIES OF A MENTEE

1. Regularly meet the mentor on assigned dates and share academic and personal problems with their mentor.
2. Regarding emergent issues including absence from college, the mentee will inform the mentor but will also follow the procedure of informing the college as applicable.
3. During internship, the mentee will stay in touch with the mentor and inform him/her about problems faced and other issues.
4. Respect their mentors and pay heed to the advice or suggestions provided by mentors.
5. Must be accessible on phone/email to the mentor.