

Mentor- Mentee Scheme

Mentoring is a selfless act in which one person devotes their time to assisting a mentee. The goal is to provide constructive assistance so that the mentee can grow in the way that is best for them. A mentor can act as a sounding board, as well as someone who can assist you work through your ideas and shed light on your route.

The job of the 'Mentor' is to aid and support the personal and professional growth of their 'Mentee' outside of the reporting relationship and 'mentoring' has long been utilised as a successful form of learning and development within the workplace.

Shoolini University runs a range of mentoring schemes for different staff and faculty groups as well as for students.

Mentoring for students:

As per the decision taken in the meeting held on 25th August, 2016 (Notification copy attached) with the Deans under the chairmanship of Hon'ble Vice Chancellor it was decided that Mentors will be allocated to UG and PG students. Deans of the respective Faculties should allot students to the faculty members who will act as Mentors. Each faculty member should not have more than 20 students with them. The mentors will counsel students on academic and non-academic issue as required in order to take care of the overall growth and development of students.

Objectives of the student mentoring program:

- Providing assistance in academic and non-academic matters.
- Motivate and help students focus to achieve their learning objectives that increases their academic performance.
- Provide students with guidance, encouragement, and counsel regarding their imminent life as students, their mental and emotional well-being.
- To listen to the concerns of students with patience and supporting them to resolve their issues.
- Encouraging and instigating students' interest and enthusiasm in academics, co-curricular and extracurricular activities.

Mentors' responsibilities:

- To give them profession guiding and career counselling.
- To give them individual directing and personal counselling.
- To help them for any sort of trouble in their educational plan and curriculum.
- To make arrangement of therapeutic training and remedial coaching for them.
- To consistently uphold them as and when required.

Mentees' responsibilities:

- To initiate contacting with the mentor and should arrive for mentoring sessions prepared and on time.
- To set the conversation's agenda with the mentor and provide a quick update on progress on the last discussion at the start of each session.
- To communicate his or her opinions, worries and professional ambitions with the mentor to make mentor familiar with the context.
- To ensure punctuality and demonstrate respect and responsibility.
- To make sure meetings happen and issues are discussed without any hesitation.

Mentoring for staff and faculty:

Mentoring scheme for staff and faculty serves as a guide for both younger and inexperienced staff and faculty. This scheme aims at providing effective guidance for mentoring young/new staff and faculty in the university in their related areas, publications, teaching and administration, with a view to improving their performance.

Objectives of the staff and faculty mentoring program:

- To identify and explore the potentials and capabilities of the young and new staff.
- To improve the quality of performance of staff and faculty.
- To enhance and develop personally and professionally.

Mentors' responsibilities:

- To give due consideration to the professional growth of the mentee.

- To set realistic goals for the mentee.
- To plan necessary measures to resolve the issues of mentees.
- To ensure timely and effective feedback
- To consistently have communication with the mentees and make them feel comfortable to discuss anything personal as well as professional.
- To provide regular motivation, counselling and encouragement to the mentees.
- To share his/her own life stories to make mentee feel more comfortable.
- To make sure mentee participation in new projects and challenging tasks.

Mentees' responsibilities:

- To demonstration willingness, dedication and commitment to be mentored.
- To be aware of mentoring program, his/her mentor and willingness to learn from mentor.
- To show receptiveness and openness to the ideas and feedback in the process.
- To ensure proactive participation and openness in communication.
- To communicate his or her opinions, personal and professional ambitions with the mentor to seek best guidance from the mentor.

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Dated: 25-08-2016

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Copy for information and necessary action forwarded to:-

1. All Deans/Directors/HoS's Shoolini University
2. All Faculty/Staff/Students Shoolini University
3. Secretary to Vice Chancellor for the kind information of the latter.


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