

Mentor Mentee Programme

Haji Anfar Ali College

In the Programme, each faculty is assigned with the task of mentoring about 10-15 Hons. students of their respective departments. For the smooth process all mentors are provided with mentoring log book to keep a confidential comprehensive record of their mentees' activities, academic and co-curricular achievements. During the interaction, Mentors 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 once again, assess their mentees and a final report is submitted to the IQAC.

A mentor plays a vital role in nurturing students and has a positive impact on students' persistence and academic achievement. A mentee can approach his / her mentor for both educational and personal guidance. It is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the faculties and students.

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.

Programme Details :

- Mentees shall be assigned to the mentors right from the first Semester of the 3 Year Degree 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/IQAC.

- The mentor shall also identify the students whose performance/ attendance is very low. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parents, head of the department/ Coordinator IQAC for reforming the student.
- 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.
- 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
- The mentor will take care of--
 - a. Behavioral and discipline matters
 - b. Health and physical well being
 - c. Achievements, talents and co-curricular activities
 - d. Stress related issues
- The mentor shall contact parents to inform the progress of their ward.

Duties/Responsibilities of Mentee :

- Attend meeting regularly
- Fill personal information in the form at the time of joining the mentor-mentee system.
- Provide details of attendance, continuous assessment, term end examination, co-curricular, extra- curricular activities to the mentor whenever asked for.
- Rest confidence on the mentor and seek his/her advice whenever required.

Sd/-

PRINCIPAL

HAJI ANFAR ALI COLLEGE