

Swoddharak Vidyarthi sanstha's

Dadasaheb Rawal College, Dondaicha

Dadasaheb Rawal Knowledge city, Mandal road, Dondaicha, Dist. Dhule. (M.S.) Pin-425408.

Phone: - 02566-299346.

Affiliated to K. B. C. North Maharashtra University, Jalgaon

NAAC- Accredited 'A' grade (CGPA. 3.30)



Mentor-Mentee Handbook

Email: - sysasc@rediffmail.com

Web: <http://www.dadasahebrawalcollege.ac.in>

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Internal Quality Assurance Cell

Mentor-Mentee programme

We have high aspirations for all of our students and want to help them achieve and surpass their own expectations and those of the people who teach and care for them. This policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance.

Student mentoring in Dadasaheb Rawal College, Dondaicha is defined as a one-to-one relationship between a student and the mentor that occurs over a prolonged period of time. The mentor provides consistent support, guidance and concrete help to a student to provide them with a positive role model.

Some students involved in the mentoring program may be going through a difficult and/or challenging situation, a period of life in which they need extra support, or they may simply need to have another significant adult present in their life.

The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential. Dadasaheb Rawal College will ensure that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

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
- Workplace 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:

- Maintain Mentor-Mentee Booklet.
- Maintain batch wise student roll call list
- Keep contact details of students & parents
- Record of all results
- Record of Mentor-Mentee meeting
- Student counseling should be done whenever required.
- Maintain record of mentees appeared to be disinterested in academic progress
- To have regular communication with the parents of the Mentees
- To submit a comprehensive Yearly Report on issues handled and resolved by the Mentor.
- Telephonic call record of defaulter students should be maintained.
- Maintain data of students' achievements
- Maintain discipline among students.

Important notes about conduct and support:

- Avoid making negative comments about instructors, assignments, or texts.
- Refrain from doing students' assignments or suggesting grades.
- Be clear about expectations for academic honesty and integrity.
- Draw a clear line between friendship and mentoring.
- Encourage students to communicate with professors and use campus support services.
- Seek advice from the Academic Mentoring Program

Peer Mentor

Peer mentors can be defined as; *A body of students who have volunteered to undertake training so that they can offer support to other students experiencing particular problems, and help to reduce the amount of bullying in the Institute.*

The actual role of these students will be agreed among the students and the staff member who coordinates them but could include the following aims;

- To reduce the amount of bullying in the Institute by supporting those involved
- To be a 'port of call' for students with problems
- To act as an additional service to that provided by staff - complementing rather than competing with it
- To be accessible to pupils of any age, sex and background

Any adult in the Institute learning community who becomes a student mentor must be someone who will be a positive influence in a mentee's life. The most crucial role for a student mentor is to be an adult who has time for a mentee person, who cares about them, who believes in them and is committed to a long term relationship with them.

Requirements to be a Peer Mentor

To become a peer mentor, the program requires:

- An overall average of 55%
- A mark of 60% in specific course for mentoring

Characteristics of a good Student Mentor

- A good student mentor is someone who engages in a positive relationship with the student and gives them attention.
- The mentor needs to have positive self-esteem, react well to stressful situations and tolerate frustrating situations.
- They need to listen well and communicate on a level that the student can understand and not be judgmental.
- The mentor needs to provide leadership and guidance and be a positive role model, nurturing a relationship that respects the student's dignity.

- The mentor must always show up on time for sessions, be committed and accept their responsibilities.
- A good mentor will reinforce the student's successes and challenge them to do better and be willing to give them a fresh start if there are any lapses.
- They will not break the trust they have established.

Benefits of a Student Mentoring Programme

- Students benefit by receiving the support and guidance of a caring adult or supportive peer and also receiving assistance with their academic studies.
- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/or higher education and receive assistance in choosing a career path.
- The Mentees will be encouraged to avoid the use of drugs and alcohol.
- Student will also improve interpersonal relationships, such as with Institute, the teaching staff and the student's family.

Benefits to Peer Mentors

- Adults who volunteer to mentor students increase their involvement in the learning community and recognize they can make a difference.
- They will gain new experience and knowledge about young people and the Institute community and contribute to the wider aims of community cohesion and regeneration

Benefits to the Institute

- Having a student mentoring scheme helps to foster good community relations and contributes to the local and area targets for economic growth.
- Students will be more motivated and aspirational which will improve morale amongst the learning community.
- Mentoring will maximize the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for vulnerable groups of students.
- Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.

Peer Mentoring Coordinator

- A member of the Institute staff will act as a coordinator for peer 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.
- They will ensure that students involved in the scheme can cope with their academic commitments.
- They will organize and provide appropriate training in the areas of confidentiality, boundaries, listening skills, issues that can and cannot be dealt with by the students and when to refer on.
- The coordinator will help the group maintain a flow of new volunteers and give assistance with general administration and access a budget (for publicity, badges etc.)
- They will act as a mediator within the group when problems arise and deal with difficult issues within the group e.g. a member breaching confidentiality.

Benefits of peer mentoring

- Peer mentoring is voluntary and therefore the students involved are motivated. It also helps to boost the self-esteem of those involved.
- Peer mentoring provides realistic role models for other students and enables the volunteers to learn new and transferrable skills.
- It can form part of community service/citizenship activities and is of benefit to the whole Institute community.

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Mentor's Information (Academic Year 20 -20)

Name of the Mentor	
Department:	
Contact Details withemail:	
No. Mentees allotted:	
Classes of the Mentees:	

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Mentor Mentee Cell

20 - 20

INFORMATION ABOUT STUDENT FOR MENTOR MENTEE CELL

1) Name of the Student Mr. / Ms. विद्यार्थ्यांचे पूर्ण नाव	
2) Date of Birth जन्मतारीख	
3) Class वर्ग	
4) Roll No. (College) रोल नंबर	
5) Mark of Previous Examination मागील परीक्षेचे मार्क्स	
6) Name of the Father वडिलांचे नाव	-
7) Father's Education वडिलांचे शिक्षण	-
8) Occupation of Father वडिलांचा व्यवसाय	-
9) Name of the Mother आईचे नाव	-
10) Mother's Education आईचे शिक्षण	-
11) Occupation of Mother आईचा व्यवसाय	-
12) Contact Number of Parent वडिलांचा मो. नंबर	-
13) Permanent Address कायमचा पत्ता	-

14) Parents Monthly Income पालकांचे महिन्याचे उत्पन्न: _____

15) Number of Brother भाऊ किती आहे _____

Whether studying in the same college Y / N Whether

16) Number of Sister बहिणी किती आहे _____

Whether studying in the same college Y/ N

Personal

i) Blood Group _____

ii) Height _____

iii) Weight _____

iv) Allergy / Illness if any _____

Name of the Mentor _____

Signature of Students

Signature of Mentor

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Mentor Mentee Cell
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Name of student:-.....

Class :-.....

Mentor :-.....

Opinion of parents पालकाचे मत :-

.....

Signature (Mentor)

Signature (Parents)

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20 - 20

Name of student :-.....

Class :-.....

Mentor :-.....

Opinion of parents पालकाचे मत :-

.....

Signature (Mentor)

Signature (Parents)