

Pravara Medical Trust's
Arts, Commerce and Science College Shevgaon
Mentor-Mentee Scheme

❖ **Mechanism**

- A committee is constituted every year consisting three members of each faculty and a chairman.
- Equal no of students distributed to the each mentor.
- After the distribution of students the chairman instructs and guide mentor about the scheme.
- Code of conduct and guidelines are provided to each mentor.
- Mentor has daily contact with mentee students through classes.
- Mentor conducts periodical meetings with mentee students.
- Problems and issues of mentee sorted by the mentor.
- Mentor submits annual report of his mentee students at end of academics

❖ **Aims & Objective**

- To acclimatize the new students to the campus life in college
- To provide academic counseling
- To enlighten the students on professional ethics and conduct
- To communicate with the Students parents
- Providing emotional support to students on individual basis
- Helping students to overcome home sickness
- Establishing rapport between teachers, student & parents.
- Monitoring attendance and behavioral aspects of every student.
- To establish good sense of rapport with students so that they developed healthy Teacher- Student relationship.
- The teacher should act as a mentor, guide and philosopher
- The teachers should interact constantly and keep themselves in contact with the students always so that problem of students regarding educational, socio-economical, health related and family related could be sort out and most possible help can be rendered to the students.

❖ MENTOR GUIDELINES AND CODE OF CONDUCT

Mentor: a Positive Role Model and Career Counselor

Please read carefully the following guidelines and your roles as a mentor-

- At the initial stages, your mentee may appear to be hesitant, unresponsive, and unappreciative of the mentor-mentee relationship. This guarded attitude is simply a manifestation of his/her insecurity about the relationship. The mentee's attitude will gradually take a positive turn as he/she realizes your sincerity about being a good guide in terms of mentor.
- Like any other relation mentor–mentee relationship has an initial phase. During this phase the mentee is more interested in getting to know how “real” you are and how much he/she can trust you. So give adequate time to buildup the mutual faith and trust.
- Establish how you can reach your mentee: by phone, e-mail, or at a designated meeting location like class room/ tutorial room (most preferred). As far as possible all meetings should be scheduled in advanced and should be in notice to the HOD/Dean/Principal.
- Don't try to be teacher, parent, disciplinarian and psychotherapist during mentor mentee.
- Don't criticize or Think of ways to solve the problem together rather than lecturing or telling the mentee what to do. Never have a negative attitude towards your mentee.
- Respect the uniqueness and honor the integrity of your mentee and influence him/her through constructive feedback.
- Always explore positive and negative consequences of each and every point/matter/issue.
- Be encouraging not there is a big difference between encouraging and demanding. Encourage your mentee to complete his/her education and pursue higher learning or professional goals; provide access to varying points of view.
- Assist your mentee in making the connection between his/her actions of today and the dreams and goals of tomorrow. Don't get discouraged if the mentee isn't turning his/her life around or making great improvements.
- As a teacher cum guide you can share and advise, but know your limitations. Never be very personal and share personal You should preferably interact with your mentees in a group.

- Problems that your mentee may share with you regarding substance abuse, molestation and physical abuse are best handled by professionals. If you have any concerns, contact the higher authorities immediately.
- Be supportive of the parent, even when you may disagree. Don't take sides or make judgments concerning any family conflict or situation. Leave the parenting to the parent.
- There may be instances when your mentee's behavior is unacceptable. Explain to your mentee why you find his/her behavior unacceptable. Don't forget to inform the parent about the steps you took and why you took them.
- Never use abusive or unprofessional language.
- Avoid arguments with your
- As far as possible female faculty should be the mentor for female students.
- Always keep record in support of your all actions of mentor mentee program
- Never use alcohol, tobacco or drugs and share your personal things with your mentee.
- Entertainment is not the focal point of your Do not spend an exorbitant amount of money for activities like birthday presents, parties etc.
- Be sure you have parental approval for all activities apart from routine academic
- If you have a concern you feel is beyond your ability to handle, feel free to contact the higher authorities. Never feel helpless or hopeless.