

**SHREE MEGHMANI PARIVAR AND SHREE BHAILALBHAI A. PATEL (DETROJWALA)
UMIYA ARTS AND COMMERCE COLLEGE FOR GIRLS**

Policy of Mentor-Mentee Programme

Objectives of Mentoring Programme:

- Mentoring offered by the institute for student's personal, academic and professional development.
- To make the student aware of their latent potential.
- To build skills, develop a career, solve problems, brainstorm and overcoming conflicts of the students.

Before Mentoring:

- Appreciate importance of Mentoring- prepare a tentative timetable schedule
- Identify the group of students
- Clear doubts and apprehensions about mentoring
- Choose an aspect of mentoring in which mentees want to participate
- Through mentoring try attainment of goals
- Accept the challenges of mentoring

During Mentoring

- Study the profile of the mentee
- Help them to set new academic and career goals
- Build self-confidence of mentee to achieve the personal and social goals
- Practice conscious learning
- Feedback from mentees for life-long learning
- Models for effective collaboration – exhibit cheerfulness

Ghali



Responsibilities of the Mentor

- In addition to working individually with student in classroom, we ask to introduce your student to your colleagues, arrange for her to visit other classes.
- Get to know the campus, and become familiar with policies of the campus.
- For student, you are the source of the knowledge they will gain about campus.
- Please accept this professional responsibility and make integrating your student into the daily functioning of the campus.
Learn learning to learn skills and thinking to think skills.
- Communicate effectively and collect feedback with time management skills
- Practice high level of self-learning skills
- Manage emotions during the mentoring process
- Welcome constructive criticism

After Mentoring

- Self-Assessment
- Learn from your experience
- Reinforce your own knowledge
- Enhance your CV
- Gain recognition
- Sense of fulfillment and growth
- Improved leadership skills
- Transparency in sharing feedback amongst mentors.

Note: Per mentor 15 mentees will be allotted. Students who require psychological assistance will be assisted by a psychologist.

