



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

## MENTORING

### Preamble

The Mentor Mentee Scheme is an essential component for a successful career as it bridges the gap between the faculties and students. Mentoring provides students with emotional and instrumental support, guidance, encouragement and a better environment in college. A mentor plays a vital role in nurturing students and has a positive impact on students' persistence and academic achievement. A mentee can approach mentor for both educational and personal guidance. Mentoring is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the faculties and students.

### Mentor

A mentor is a person who has professional and life experience and who voluntarily agrees to help a mentee develop skills, competencies, or goals. Put another way, a mentor is an advisor and role model who is willing to invest in the mentee's personal growth and professional development.

### Mentee

A mentee is someone who has identified a specific personal or professional goal and who believes that the guidance and help of a mentor – and being held accountable to the mentor – can help them achieve their goal.

### Mentor-Mentee Scheme (MMS)

Mentor-Mentee Scheme (MMS) policy applies to all mentors and mentees who take part in this programme. It aims to ensure that students have the opportunity to work with a mentor who will offer support and guidance on academic and other social and psychological issues. Thus, a personal relationship is created for better understanding of the student's aspiration, strengths and weaknesses. Mentoring is recognized as a strategy required by the students to achieve learning goals with emotional and instrumental support. But mentoring isn't one-



DR. MONIKA UPPAL

IQAC CO-ORDINATOR

D.B.M.S. COLLEGE OF EDUCATION

*Jyoti Samwargita*  
Principal  
DBMS College of Education



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

NAAC  
ACCREDITED

size-fits-all. Mentees have individual needs so mentoring relationships should offer enough flexibility to suit each circumstance, while allowing the relationships to flourish within a defined structure.

MMS incorporates the support of faculty members as “**Mentors**” to all the students in the Institute. Each student (**Mentee**) shall be assigned a “**Mentor**” to access support mechanisms to meet their academic and other needs. Mentors stimulate curiosity and build confidence by presenting new ideas, opportunities and challenges. By providing an open and supportive environment mentors discover talents and interests and define and help in attaining mentee's goals. Also, they define expectations, maintain contacts, advises them to be honest, innovative & creative, and tell them to be reliable and consistent, positive and enthusiastic. By sharing stories of achievements with the mentee, mentor may become a role model for them.

D.B.M.S. College of Education is committed to regularly reviewing the effectiveness of the MMS Policy and procedures and adjusting as and when necessary, in response to the needs of those involved.

## MMS Policy

- Faculty members are assigned a group of 10 to 12 mentee students whom they serve as mentors.
- Each faculty member starting from Principal to newly joined will be assigned the role of a Mentor.
- The mentor shall be provided with the academic performance data and details of slow and advanced learners by the principal.
- The mentee preferably, as far as possible, to be assigned to the same mentor throughout the programme.
- In case, if the mentor leaves the Institution, the information about the mentee should be shared with the new mentor.
- Proper confidentiality shall be maintained by the department and respective mentors to uphold the respect of individuals involved.

  
Principal  
DBMS College of Education



**NAAC**  
ACCREDITED

# **D.B.M.S. College of Education**

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

- The mentors shall be consulted/informed in case of disciplinary issues on code of conduct with a student.
- Mentees must be assisted to explore their full potential at college, in an environment where their general well-being is gratified.
- Mentors have to assist and develop BASICS (Behavior, Attitude, Skills, Integrity, Competencies and Service) vital for a healthy and positive life.
- Mentors should provide holistic services and help students to become self-reliant and confident.
- The effectiveness of mentor-mentee relationship will be assessed periodically.

Please note that neither coaching nor counseling is the prerogative of mentoring, though they can be done sometimes.

## **Objectives**

The prime objective of MMS is to ensure students' overall development and growth on academic and professional matters by fully exploiting the potential of every individual. In addition, this policy will

- Focus and motivate students to achieve learning goals and thereby improve their academic performance.
- Assist students in transitioning and provide them with resources to aid in major/social/ personal/ academic exploration.
- Provide students with information on preparatory courses such as skill courses, bridge courses etc. for their academic prosperity.
- Provide students with career and non-academic counselling.
- Guide, encourage, and advise the students about their upcoming student life, health, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.
- Generate curiosity and interest in academics and other institutional activities amongst the students.

**DR. MONIKA UPPAL**  
IQAC CO-ORDINATOR  
D.B.M.S. COLLEGE OF EDUCATION

*Joshi Samarpita*  
Principal  
DBMS College of Education



**NAAC**  
ACCREDITED

# **D.B.M.S. College of Education**

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

- Identify special talents, skills, slow learners & passing this information on, to the relevant committees

## **Expected outcomes**

- A healthy Learning Environment
- Academic success and development in students' self-confidence
- Offer students an arena to receive advice and counsel about college, such as positive aspects, how to succeed, potential pitfalls and misconceptions

In short, Mentoring aspires to transformative positive changes. It augments self-confidence, improves peer bonding and prepares mentees for career advancement.

## **Benefits of MMS**

- Students get access to a support system during the crucial stages of their academic, professional and intellectual development.
- Enhances the students' confidence and challenges faced by them setting higher goals
- Offers psychosocial support for the students
- Help the students to develop interpersonal skills
- Offers the students an exposure to diverse academic and professional perspectives, and experiences in various fields.
- Mentees get direct access to powerful resources of the institution
- Offers the foundation for the students to reach greater heights in their professional lives.

## **ROLES AND RESPONSIBILITIES**

### **Roles and responsibilities of mentors**

- Create a supportive and trusting environment
- Provide peer mentorship, academic review, tutoring, and referral services to mentees



**DR. MONIKA UPPAL**  
IQAC CO-ORDINATOR  
D.B.M.S. COLLEGE OF EDUCATION

*John Banerjee*  
Principal  
DBMS College of Education



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

- Review goals and objectives of the mentee; provide frank, honest, and constructive feedback
- Explore mentees career goals and provide information about Higher education and job opportunities.
- Meet with assigned mentees on a regular (usually weekly) basis and maintain student activity logs
- Assess mentees total performance – including skills, knowledge applied to practice, value, attitude and behavior
- Consistently take part in appropriate follow-up, documentation, and evaluation activities
- Maintain frequent and regular contact with colleagues, provide appropriate responses and follow-ups about your mentees as needed
- Provide encouragement and assist the mentee in identifying professional development activities. Make them aware of the importance of choice of electives, certification courses, projects and internships
- Listen to mentees issues and counsel for their health, mental and emotional well-being
- Maintaining a professional relationship, doesn't intrude into the mentee's personal life
- Contact parents/guardians, if the situation demands e.g. irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.

## Roles and responsibilities of mentees

- Identify the skills, knowledge, and/or goals that you want to achieve and communicate them to your mentor.
- Seek and be open to advice, opinion, constructive criticism/feedback and direction from the mentor
- Provide the details of academic performance, curricular and extracurricular activities with relevant documents
- Have the practice of contacting and updating mentor periodically about your

**DR. MONIKA UPPAL**

IQAC CO-ORDINATOR

D.B.M.S. COLLEGE OF EDUCATION



*Jyoti Samwargita*  
Principal  
DBMS College of Education



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

progress

- Show initiation in acquiring or improving skills and knowledge
- Look for opportunities to give back to your mentor; share any information that you think might be valuable
- Work with your mentor to seek resources for learning; identify people and information that might be helpful

## Key responsibilities of a mentor in mentees academic career

### • Personal Attitude

- Maintaining Institute code of conduct – Punctuality, Dress code, etc.,
- Interpersonal skill development – Communication, Team activity, etc.,
- Counselling – Disciplinary issues

### • Attendance

- Attendance monitoring
- Counselling – Attendance lag

### • Academic Performance

- Assignment / Tutorial Submission
- Improvement Test Performance
- End Semester Performance
- Remedial class arrangement for slow learners
- Counselling – Slow learners

### • Professional Development

- Value added course completion - NPTEL, SWAYAM, etc.,
- Certification course completion - Domain specific
- Participation in Cocurricular activities



**DR. MONIKA UPPAL**

IQAC CO-ORDINATOR

D.B.M.S. COLLEGE OF EDUCATION

*John Samarpita*  
Principal  
DBMS College of Education



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

- Participation in Extracurricular activities
- Participation in Cultural / Sports activities

## • Career Guidance

- Counselling – Higher Studies, Placement, Entrepreneurship & Start-up
- Placement Training – Monitoring students' performance
- Higher studies – Training arrangement
- Alumni relationship establishment

## MENTOR - MENTEE RELATIONSHIP

There is no single formula for good mentoring. To make the mentoring meaningful and beneficial to both parties, the following attributes can help

### Key attributes of a successful mentor

- Respect mentees; Listen actively and show empathy
- Identify unique talents of mentees
- Be open to support mentees' goals
- Recognize and appreciate positive efforts
- Don't criticize mentees in front of others
- Stay accessible, committed, and engaged
- Always be in a positive mindset; maintain smooth and friendly relationship
- Consistently keep in touch with mentees; conduct periodic meetings
- Understand the financial status and family background of mentees
- Do necessary support to develop their technical and interpersonal skills
- Be role models; teach them social responsibilities and ethical values
- Challenge students to develop critical thinking skills, self-discipline, and good study habits



**DR. MONIKA UPPAL**

IQAC CO-ORDINATOR

D.B.M.S. COLLEGE OF EDUCATION

*John Samarpita*  
Principal  
DBMS College of Education



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

NAAC  
ACCREDITED

## Key attributes of a successful mentee

- Respect Mentor
- Be punctual
- Undertaking responsibilities
- Demonstrate healthy Interpersonal Skills
- Promptly furnish all the required data
- Engage in Quality voluntary interaction, frequently
- Maintain good academic track record
- Actively participate in co-curricular and extra-curricular activities

## Benefits for mentors

The specific benefits of being a mentor include,

- Enhanced coaching and listening skills
- Opportunities to develop and practice your personal style of leadership
- Learn new perspectives and approaches
- Gain additional recognition and respect
- Personal satisfaction
- Opportunity to exercise your creativity
- Extended professional/community networks
- Experience of dealing with challenging situations
- Demonstrate expertise and share knowledge and skills
- Be aware of new opportunities

## Benefits for mentees

Effective Mentor Mentee relationship will help the mentees in terms of,

- Improving self-confidence and self-esteem
- Broadening horizons and accessing new experiences
- Recognizing achievements and raising aspirations
- Motivation



DR. MONIKA UPPAL

IQAC CO-ORDINATOR

D.B.M.S. COLLEGE OF EDUCATION

*Joshi Samarpita*  
Principal  
DBMS College of Education



# D.B.M.S. College of Education

(Recognised by National Council for Teacher Education)

Affiliated to Kolhan University, Chaibasa & J. A. C., Ranchi, Jharkhand

Road No. 23, Farm Area, Kadma, Jamshedpur-831005 | Phone : 2309097

NAAC  
ACCREDITED

E-mail : dbms.edu23@gmail.com | Website : dbmscollege.in

- Improved performance
- Networking opportunities
- Self-directed learning
- Career opportunities and career mobility
- Opportunities to give and receive feedback
- Opportunities to demonstrate strength and explore potential
- Develop visibility within or outside an organization
- Being challenged to use talents and share expertise



**DR. MONIKA UPPAL**  
IQAC COORDINATOR  
D.B.M.S. COLLEGE OF EDUCATION

*Joshi Samarpita*  
Principal  
DBMS College of Education