

**Guidelines**  
*for*  
**Evaluation**  
*of*  
**MENTOR-MENTEE SYSTEM**



**Internal Quality Assurance Cell**



**MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE**

(A Govt. Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal)

Race Course Road, Gola Ka Mandir

Gwalior, M.P. 474005

Website: [www.mitsgwalior.in](http://www.mitsgwalior.in)

# **MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR**

A Govt Aided UGC Autonomous & NAAC Accredited Institute Affiliated to RGPV, Bhopal

## **MENTOR-MENTEE SYSTEM**

### **OBJECTIVE**

Mentor-Mentee System of the institute has been implemented with an objective to bridge the gap between the faculty members and students and provide guidance on the academic and professional development matters.

### **GUIDELINES FOR IMPLEMENTATION OF MENTOR-MENTEE SCHEME**

1. UG I year students/mentee will be assigned student mentors from II and III year undergraduate program and a faculty mentor.
2. There will be a group of 05 to 13 mentees under each faculty mentor whom they serve as mentors.
3. After the allotment of mentees, every faculty mentor will collect the information as per Annexure-I through Google form. The template of the same is shared at following link:

<https://forms.gle/iYQAZ1U9dtgrRM4k8>

4. Each faculty mentor will conduct meeting twice in a month to understand and counsel the mentees on the existing academic policies, extracurricular activities or personal matters.
5. The report of activity will be submitted by faculty mentor as per Annexure-II at following link :  
<https://forms.gle/a2sLB3wP3S5AdxEm9>

### **ROLE OF A FACULTY MENTOR**

1. To take the lead in supporting a mentee for his/her welfare through one-to-one relationship.
2. To build a relationship of trust by caring and planning.
3. To serve as a positive role model.
4. To motivate mentees for interdisciplinary research/innovation within a group.

### **DESIRABLE QUALITIES OF A MENTOR**

1. Good listener
2. Encouraging and supportive
3. Patient and flexible

### **RESPONSIBILITIES OF A FACULTY MENTOR**

1. Meet the mentee students twice in a month either online or offline.
2. Make the mentees aware of existing system of the institute related to academic, professional development and guide on personal matters as well.
3. Discover talents and interests of mentees and encourage them to exhibit them by participating in various activities.

4. Motivate the students to follow ethics, good practices and universal human values.
5. Guide mentees regarding the importance of training programs, internships, industry visits, students' committees at the institute, club activities, seminar, workshops, conferences, examination norms, general structure of the scheme, MOOC courses etc.
6. Keep the record of academic and other professional activities of mentees.
7. Assess the performance of Student Mentors on the basis of their sincerity and contribution in activities assigned to them.
8. Contact parents/guardians if situation demands e.g. irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.

### **ROLE OF STUDENT MENTOR**

1. To help the mentees in their holistic development and growth.
2. To act as a link between faculty mentor and mentees.
3. To attend fortnightly meeting regularly and encourage mentees for the same.
4. To contribute to the development of the Mentor-Mentee Scheme by suggesting new ideas.

### **RESPONSIBILITIES OF A MENTEE**

1. Respect the mentors.
2. Regularly attend the meetings with the mentor and strictly follow the instructions given by mentors.
3. Keep the mentors updated regarding your academic and other professional developments.

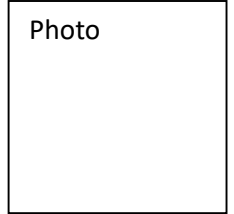
### **RESPONSIBILITIES OF THE INSTITUTE COORDINATOR OF MENTOR-MENTEE SYSTEM**

1. Allocate mentors to all I year UG students.
2. Support the mentors for effective implementation of mentor-mentee system at the institute level.
3. Submit the annual report to competent authority.
4. In case of any issue related to mentor-mentee system, the faculty mentors may write to Dr. Sunita Sharma, Institute Coordinator at [sunitasharma75@mitsgwalior.in](mailto:sunitasharma75@mitsgwalior.in)

## DETAILS OF MENTEE

1. Name: .....
2. Father's Name: .....
3. Mobile Number: .....
4. Profession of father:.....
5. Mother's Name: .....
6. Mobile Number: .....
7. Profession of Mother: .....
8. Permanent Address: -----  
-----
  
9. Corresponding Address: -----  
-----
  
10. Date of Birth:.....
11. Gender:.....
12. Religion:.....
13. Nationality:.....
14. Category:.....
15. Class:.....
16. Contact Number :.....
17. E Mail id:.....
18. Name of UG Program in which admitted:.....
19. Enrollment Number:.....
20. Hobbies:
  - 1.
  - 2.
  - 3.
21. Major Academic/Extracurricular (Sports/NCC/Music/Dance/Drama/Painting etc.) Achievement till date:
  - 1.
  - 2.
22. Health Status
  1. Vision: .....
  2. Illness (if any) : .....
  3. Name of the Doctor whom you consult:.....

Photo



4. Blood group:.....

5. Whether vaccinated for COVID? : Yes/No

23. Your Strength:

1.

2.

3.

24. Skills you would like to desire to develop:

1.

2.

Any other relevant point if you wish to mention:

Signature of Mentee

Name and Signature of Mentor

## Mentor Mentee Activity Report

(To be submitted to at <https://forms.gle/MD3PY3i3dccmxtHn9> )

1. Name of the activity (Instructions/counselling/discussion):
2. Date of the activity:
3. Name of student mentors present:
4. Name and enrollment no. of mentees present:
5. Name and enrollment no. of mentees absent:
6. Contribution of student mentors during the activity:
7. Salient points of activity:
8. Outcome of the activity (in one or two sentences):

Name and Signature of student Mentor



(Dr. Manjaree Pandit)

Dean Academics

Date: 07.12.2021

Name and Signature of faculty Mentor



(Dr. R. K. Pandit)

**DIRECTOR**