

Estd : 1916

Bellary V.V. Sangha's

Phone No : 08394 - 228431



ವಿಜಯನಗರ ಮಹಾವಿದ್ಯಾಲಯ, ಹೊಸಪೇಟೆ  
**VIJAYANAGAR COLLEGE**

Dist : Ballari

(Accredited by NAAC with 'B++' Grade in Third Cycle)

State : Karnataka

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**HOSAPETE - 583201**

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# MENTOR-MENTEE SYSTEM (User Manual)

## IQAC



# MENTOR-MENTEE SYSTEM

The mentor and mentee is a versatile technique adapted by many higher education institutes (HEIs). While pursuing any education degrees in the institute, the students should have one or more mentors to shape up their educational carrier. There are numerous circumstances where the student needs proper guidance and moral supports to achieve a goal.

Our college has adopted the Mentee-mentoring system since 2004; but, there was no proper documentation to showcase the system which they have adapted at the departmental level or institution level. As a part of the best practice of our institute this year (2020-2021), we are adopting the Mentee-mentoring system more effectively and systematically for the UG and PG students.

## OBJECTIVE OF MENTOR-MENTEE SYSTEM

1. Develop a good relationship between students and teachers.
2. To help the Fresh PG/UG students to understand the new challenges and opportunities present in the institution as well as during the completion of the course.
3. The one-to-one (1-1) interaction i.e student and teacher interaction will make students feel more comfortable to share or overcome the problems raised during the course.
4. This interaction will help the academically weaker section of students to improve to a larger extent.

5. Motivate the students to participate in a co-curricular and extra-curricular activity.
6. To develop a positive environment for students.
7. The mentor can identify problems of students and bring them to the notice of the parents as well higher authorities of the institution.
8. The important aspect is to create an environment to ensure the regularity and punctuality of the students throughout his/her academic year.

The Above mentioned points are strictly adopted to ensure the improvement of the student academically as well as personally.

The implementation of the mentor-mentee system as follows

Phase 1: The distributions of the students based on the subject (degree) they have enrolled.

Phase 2: The Committee will allow the mentor to the students.

Phase 3: The interaction of mentor and mentees will be twice in the each Semester (schedules as to be fixed, date, and time).

Phase 4: Creating social media groups such as Whatsapp, google-meet in Order to be in touch with them.

Phase 5: The periodic meeting of the mentor and remedial training of Learning has to be documented and subsequently submitted to the Committee.

Phase 6: Feedback and Programme Outcome (report) has to be submitted by mentor to the committee then to the IQAC.

## The Structure of the mentor-mentee system

The following members are given the responsibility to monitor the smooth running of the programs. The head of the departments will be the convenor to run the program and any suggestions and grievances have to be put addressed by the committee members. The quarterly report has to be submitted by the mentor through the HOD to the committee and the IQAC.

Committee members:

Sl. No	Name of the committee member	Designation
1	Dr. V S Prabhaiah	Chairperson, Principal
2	Dr. Venkatesh K Bhovi	Coordinator, IQAC
3	Dr. Arvind T R	In charge of Hindi, English, Urdu, and computer science departments
4	Mr.Karnam Ajit Narayanarao	In charge of science departments
5	Stm. B.S.Hoovakka	In charge of Arts departments

### Role of the students:

The students meet mentors regularly whenever time permits. Discuss openly with the mentor share your thoughts and feedback about teachers and institutes. Consider the suggestion made by the mentor and respect their words.

Adopt the following: 1. Obey with smile

2. Be punctual

3. Work hard and without fuss

4. Make no excuses and tell no lies

### Role of the Mentor:

1. The respective faculty member shall meet respective students at least twice the semester.
2. Personal counseling is the vital role of the mentor
3. The mentor shall certainly meet the students of their team and discuss the general aspect of academic and higher education and job-related matters.
4. Mentor has to be meet students before the start of the semester and after completion of the semester examination to understand the progress of the student.
5. Suggestions and remarks can be done.
6. The mentor is responsible for shaping the students into role models of the college.

## Checklist for a student mentor

1. Name and contact number, e-mail, and the residential address
2. Whether he/she is at ease in interacting with others? Is he/she too reserved?
3. If he/she faces any Language problems.
4. If he/she suffers from any medical issues.
5. If he/she hails from a remote village/town/metropolis.
6. Whether he/she is wholehearted for academics.
7. His/her hobbies?
8. Whether he/she can cope up with the academics or has he/she given up?
9. Attendance (rough estimate).
10. How well he/she has settled in (to the institute)?
11. Personal SWOT Analysis

## Personal SWOT Analysis Worksheet

Sl. No.	Strength 1. 2. 3. 4.	Weakness 1. 2. 3.
2	Opportunities:	Threats:

Improvement chart/Progress Chart

	1 <sup>st</sup> year		2 <sup>nd</sup> year		3 <sup>rd</sup> year		Over performance
	I sem	II sem	III sem	IV sem	V sem	VI sem	
University result							
Communication skills							
Morale							
Other skills							

Student Profile: Hard and soft copy

If any :



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## Profile of the student

Name of mentor:

### PERSONAL INFORMATION

Photo

1. Name of the student:

Program:	Semester:	
Register No.:	Birthdate:	Blood Group:
Aadhar No.:	Mobile No.:	Email id.:
Father's occupation:	Mobile No.:	
Mother's occupation:	Mobile No.:	
Mother Tongue:		
Languages are known:		
Local Address:		
Permanent Address		

Percentage Attendance (To be filled by mentor)	B.Sc. 1 <sup>st</sup> year	B.Sc. 2 <sup>nd</sup> year	B.Sc. 3 <sup>rd</sup> year
University exam pass percentage	Sem-I:	Sem-II:	Sem-III:
	Sem-II:	Sem-IV:	Sem-VI:
Extracurricular Activities	NCC:	NSS:	Others:
Sports/ Interests/Achievements:			
Cultural:			
Hobbies:			
Any other skills you know			
The goal of your life/Aim			
Any health problem:			
Any other problem:			
Mentor's Remark:			

Signature of Student

Signature of Mentor