



# Mentor - Mentee Policy

**Govt. Holkar  
(Model Autonomous)  
Science College,  
Indore (M.P.)**



**Version : 2.0**



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## **FOREWORD**

The mentor-mentee relationship is an important part of higher education which includes the idea of fostering and guiding the student. This policy document is recognized as the “Mentor-Mentee Policy” of the Government Holkar (Model, Autonomous) Science College, Indore, M.P. This policy has been prepared to fulfil the recommendations of the National Education Policy (NEP) 2020.

Mentoring is a vital mechanism that tends to focus on improving performance, career development, counselling, and sharing knowledge with the students. It enhances various skills among the students, builds their personality and opens up different avenues for employment. Mentorship includes consultancy, counselling, and confidence-building qualities that a mentor provides to the mentee, both in his professional and personal life. The institution promotes, a healthy relationship between teachers and students to ensure better outputs and higher employability for the students.

We endeavor to create an atmosphere where the student can comfortably approach the mentor for personal, social, academic, and family-related problems.

To achieve these goals, and enhance the capacity and proficiency of teachers we organize faculty development programs (FDP) for better mentoring and to cover multiple aspects of technology-enabled education for strengthened mentoring.

Mentees are sensitized towards complete inclusion of physically challenged students. The “Mentor-mentee policy” shall be widely publicized among the Institute's stakeholders with all the possible means, as well as prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.

I extend my best wishes to the mentors and students, and hope this collaboration will blossom into a fruitful relationship.

**Dr. Suresh T. Silawat**  
Principal

**Vision and Mission of the Institute**

**Vision:**

To make our youth the torch-bearer of knowledge, and to continue the rich legacy of imparting scientific education and groom them on an intellectual, social and humane platform.

**Mission:**

- To create an innovative ecosystem for the promotion of scientific temperament.
- To enrich the academics with state-of-the art technology and innovation at par with the global standards.
- To impart Skill-based training relevant to local and global needs.
- To develop a well-groomed and empowered youth.
- To nurture a socially responsible and value-driven generation.

## **MENTOR-MENTEE POLICY**

### **Content**

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## MENTOR-MENTEE POLICY

*The mentor-mentee relationship is an interpersonal relationship that exists between a mentor and a mentee. Mentors act as a guide and Campus-parent and offer them professional as well as personal support and advice for enabling them to perform better. In an educational institute, mentorship is very crucial as it helps students to realize their potential. With the guided support of an experienced mentor, the true potential of a student could be mapped and this may allow them to attain their goals comparatively faster.*

### PREAMBLE :

The mentor-mentee relationship is an important part of higher education which includes the idea of fostering and guiding the student. The goal of this manual is to highlight the importance and significance of the word 'Mentoring'. It gives directions to the faculty member and the administration to become impactful mentors. This policy document is recognized as the "Mentor-Mentee Policy" of the Government Holkar (Model, Autonomous) Science College, Indore, MP. This policy has been prepared to fulfill the recommendations of the National Education Policy (NEP) 2020.

### AIMS and SCOPE:

To ensure a better and healthy relationship between the teachers and students for the sake of gaining knowledge, employability, growth of management skills, and to prepare good citizenship for the nation.

Mentoring is a vital mechanism that tends to focus on improving performance, career development, counseling, and sharing knowledge with the students. It enhances various skills among the students which open up different avenues for employment. Mentorship includes consultancy, counseling, and confidence-building qualities that a mentor provides to the mentee, both in his professional and personal life. The mentors should collaborate with one another for professional growth.

### OBJECTIVES:

- To develop a healthy relationship between teachers and students to ensure better outputs and higher employability for the students.
- To solve the personal, social, academic, and family-related problems of "mentees"-the students.
- To enhance the capacity and proficiency of teachers with the help of faculty development programs (FDP) for better mentoring.
- To cover multiple aspects of technology-enabled education for strengthened mentoring.
- To enhance the learning, assessment, planning, and administration capacity of mentors so that they can deliver to the mentees in an efficient manner.

## **FORMAL FRAMEWORK:**

An institutional framework has been made for developing proficient mentoring benefits for all stakeholders and administrators.

### **Mentor -**

A 'Mentor' is a teacher or an advisor who leads through guidance. He/ She counsels, guides, instructs, and facilitates the mentee to achieve greater height in his/her professional and personal life.

### **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 can help him/her achieve his/her goal.

## **Role of Mentors**

### **(a) Professional development and performance management of faculty and staff.**

- 1- Latest teaching knowledge of techniques.
- 2- Training for preparing a systematic lesson plan and effective classroom teaching through effective communication skills.
- 3- Exposure to relevant ICT tools and aids for the effective teaching-learning process.
- 4- Training for appropriate use of various modes of evaluation, online and offline.
- 5- Orientation and refresher programs for mentors for constant improvement in the academic calendar, curriculum material, and classroom resources.
- 6- The senior and experienced mentor to train new faculty members regarding classroom management.
- 7- Mentors should schedule meeting with the mentees, parents, and administration on a fortnightly and monthly basis.
- 8- The detailed records of each and every activity should be maintained.

### **(b) Motivating the Mentee for continuing professional learning following key issues to be worked out by teachers**

- 1- Managing student behavior/classroom management.
- 2- Student assessment and record-keeping.
- 3- Effective teaching and learning strategies.
- 4- Developing sequenced learning programs; curriculum planning.
- 5- Inclusion of physically challenged students.

## **Role of Mentees**

Mentees are all the students of the institution. The mentee should be sincere, hardworking, and devoted to assignments given to them by the mentors. A good mentee can be a role model for the coming generation and can help in raising the standard of the institution to a higher level. A mentee should follow these rules/regulations.

- 1- Awareness of the code of conduct/professional ethics.
- 2- Sensitivity in dealing with academic and non-academic staff.
- 3- Familiarization with Institutional Culture and norms.
- 4- Orientation in handling instructional material, educational gadgets, and laboratory equipment.
- 5- Identification of strengths and weaknesses of the institution using SWOT analysis.
- 6- Following academic calendar, regulations, and rules of program and policies.
- 7- Active participation in conferences, seminars, symposia, and projects of formal and informal nature.
- 8- Identification of new ways to structure activities.

## **Role of Institution for Mentor & Mentee's growth & development**

National Education Policy (NEP) 2020 recommended the up-gradation of institutes regarding resources and the development of systems in the curriculum competitive environment. The institute needs to take measures to enhance the teaching, learning, quality, and capabilities of the learners. Therefore, the following initiatives should be taken by the administration-

- 1- Faculty development programs for teachers.
- 2- Institutional collaboration for research and Innovation.
- 3- Research project planning and management.
- 4- Organizing seminars and talks for Intellectual Property Rights (IPR).
- 5- Institutional Management for entrepreneurship development.
- 6- Training facilities for virtual education.
- 7- Encouragement and training for massive online courses (MOOCs) enrollment and design.

### **Amendments**

- The Institute shall examine its “Mentor-mentee Policy” on a regular basis and change it as necessary to comply with national policies and directives issued by competent apex bodies.
- Pertaining to any contradiction in any Policy of the Institution, the later revised policy will take precedence.

### **Publication of Mentor-mentee policy**

- The “Mentor-mentee policy” shall be widely publicized among the Institute's stakeholders with all the possible means, as well as prominently displayed on the Institutional Website to attract the attention of concerned stakeholders.

### **Important link:**

[https://www.ugc.ac.in/pdfnews/3830777\\_Mentorship-Guidelines-.pdf](https://www.ugc.ac.in/pdfnews/3830777_Mentorship-Guidelines-.pdf)

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# Govt. Holkar (Model Autonomous) Science College, Indore

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[Vasudhaiva Kutumbakam]

## FINISHING GOAL



## STARTING GOAL

### Our SDG-2030 Goals Tree

कल्पवृक्षः



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