

## **Mentor-Mentee Guidelines**

### **Intention of Mentoring**

The mentor-mentee system in the college is instituted with the intention to understand the physical, social, emotional, cerebral and spiritual dimensions of students. The mentor should support the learning journey of mentees for wholistic growth.

### **Roles and Responsibilities of Mentor**

1. Develop a trusting, open, and communicative relationship with mentees while they are in the campus.
2. Understand the backstory and support each mentee, in whichever way the mentor can help.
3. Guide each mentees' development of a personal Roadmap and guide their progress by offering individual support and liaising with other faculty.
4. Discuss and address any issues related to both academic and nonacademic as needed.
5. Meet their mentees at least once in a month to discuss and understand mentees' problems.
6. Refer mentee to their mentor for any academic or non-academic issues.
7. The attendance of each mentee should be considered seriously. The mentor should initiate the mentoring session properly. Repeated failure to attend the meeting by mentee should discuss with the Committee for Student Mentoring for further action.

### **Roles and responsibilities of Mentees**

1. Develop a trusting, open, and communicative relationship with your mentor.
2. Provide backstory as per the design provided by the mentor and develop roadmaps.
3. Discuss any issues both academics and nonacademic with the mentor as and when required.
4. Meet their mentor at least once a month on the designated day. Further, mentees can make appointments and meet their mentor if required beyond the designated time.
5. Failure to meet the mentor on the designated or asked date will be dealt accordingly by the Committee for Student Mentoring.