

STUDENTS MENTORING PROGRAMME HANDBOOK

2023-24

In collaboration with IQAC



REGIONAL INSTITUTE OF EDUCATION
(National Council of Educational Research and Training)
Bhubaneswar-751022

Introduction:

Mentorship is considered as a very important component of Regional Institute of Education, NCERT, Bhubaneswar. Mentoring is “A *professional relationship in which an experienced person (the mentor) assists another (the mentee) in developing specific skills and knowledge that will enhance the mentee’s professional and personal growth.* The handbook contains guidelines and formats for effective mentoring in the Institute.

Objectives

1. To provide support and guidance on teaching, learning and mentoring of students.
2. To support the professional advancement of the mentees by relaying experiences and knowledge of mentors in the key performance areas of teaching, research and support service.
3. To address psycho-social issues of the mentees and providing timely feedback and support
4. To improve the study environment by improving relationships between teachers and their students and make the teaching more effective.

Expectations from Both Mentor and Mentee

- Respect confidences and trust each other.
- Discover common ground and respect your differences.
- Be available as and when required with prior planning

Expectations from Mentee

- Responsible for his or her development, rather than expecting sole help from his/her mentor.
- Committed, attending planned sessions and taking the actions suggested by with the mentor.
- Punctual and respecting agreed rules.
- Transparent in behaviour with his/her mentor.
- Identify realistic goals. Discuss your needs and expectations with your mentor; think about what you want out of the program prior to each meeting.
- Negotiate ideas and activities with your mentor.
- Be committed to carrying out agreed-upon goals; follow through.
- Be receptive to suggestions and feedback.
- Keep mentor informed of progress.
- Contact mentor if unable to attend scheduled meetings in a timely manner.
- Realize that having a mentor is a privilege and work hard to take advantage of the opportunity.

Expectations from Mentor

- Listening actively with interest, holding the focus on the mentee's agenda
- Managing the framework of the mentoring sessions, while encouraging the mentee to take responsibility for the content
- Taking appropriate approaches for betterment of the mentee
- Helping the mentee to frame long term objectives instead of short term interests and see holistic image
- Helping a mentee to have a different point of view for the situation and explain possible perspectives
- Taking an interest in the mentee's progress

Activities

1. Preparing mentors for the mentoring activity.
2. Providing constructive reviews of the institution.
3. To help mentee understand and acquaint with the routine activities of the institute.
4. Guiding to improve learning, monitoring performance and helping in developing skill of student.
5. Helping the mentee with networking in the campus.
6. Advising the mentee on group dynamics, study material, research, paper/dissertation writing, scholarships, and other schemes relevant to the mentee.
7. Assisting for problem solving or conflict resolution.

Role of Different Personnel

Heads of Departments

The Heads of Department shall provide list of mentors to the academic Section

In charge Academic Section

The In- charge Academic Section will co-ordinate with Heads and Programme Co-ordinators and notify the list of mentors after approval of Principal

Programme Co-ordinators:

- Programme Co-ordinators will coordinate with departments and mentors to facilitate the smooth functioning of the system.
- He/she will monitor the progress of the relationship between mentor and mentee. Also will provide feedback to the mentors and mentees.
- He/ She will be also reporting and record keeping authority for the department.
- He/she will meet the mentors of the Department once a month to review the progress of the mentoring activity and prepare a summary of the same during the period.

Faculty Mentors:

- Teacher mentor will help the mentees to get study material, reference books and most important, will help them build network in the organisation, guide mentees about possible career openings and thrust areas or research for doctorate/post-doctorate study.
- He/She will help the students feel comfortable and homely so that they can freely share their issues.
- He/She will meet the mentee in groups or in person at least once every fortnight, provide room for openly sharing their problems or issues, and help them solve.
- He/She can seek help of higher authorities, if needed, to mitigate the issue, or if the problem exaggerates report to the concerned authorities.
- He/She will be putting the discussion with mentee on record and keeping track of mentee's progress.
- Teacher Mentor will meet the Departmental Co-ordinator once a month to report the progress of the mentoring activity in the previous month.
- At the end of every term, the mentor shall provide a short written summary of the mentoring activities over the course of the past term and the perceived benefits to the mentee as part of the term review.
- At the same time, mentor should collect from the mentee a brief written summary of what he/she has done, what he/she is currently doing, what he/she plans to do and any issues, problems, or challenges being faced

Guidelines for Mentors

1. Each mentor is allotted with a batch of students
2. Mentors should conduct at least four meetings per semester with the mentees.
3. Mentors should take care of mentee's batch for academic interests and support them for improvement.
4. Mentors should encourage students for other curricular activities within the institute and University
5. Mentors should interact with parents only in case of extreme situations.
6. Mentors should maintain records of all the meetings held with mentees/parents.
7. Mentors should update regularly the record in the formats supplied.
8. The record has to be handed over to the new mentor in case mentors are changed.
9. Annual report in form of summary has to be prepared by each Mentor and to be submitted to the academic section through Head of Departments

Development Plans by Mentees in Consultation with Mentors

Each student must prepare a self-assessment individually and Professional Development Plan with his or her mentor. When the plan is complete, both the mentor and the student will sign the plan. The plan should be brought to all mentoring meetings and may be adapted to meet the objectives in consultation with mentor.

The purpose of the exercise is:

- To assess skills, strengths, weaknesses and areas where development is needed.
- To identify achievable learning goals.

The plan requires following things:

1. Declaring personal goal

The personal goal should identify the student's values and vision inclusive of ethical considerations for personal and professional development.

2. Self-assessment

3. Conversation Topics

They refer to all type of discussions permitted mutually for the personal and professional betterment of mentee.

Every student is encouraged to periodically review and revise plan with his or her mentor as needed. Periodic reviews allow the pair to note progress as well as to identify goals that need continued attention.



Regional Institute of Education, NCERT, Bhubaneswar

Student Mentorship Programme (SMP) Form

Dear Student,

The Student Mentorship program of Regional Institute of Education, NCERT Bhubaneswar enables constructive interaction, guidance and mentorship for students of different programmes by their teachers (mentor). Mentoring is a particular form of relationship designed to provide personal and professional support to you. The mentor is generally more experienced than the mentee and makes use of that experience in a facilitative way to support and promote the development of the mentee. The mentoring relationship provides a developmental opportunity for both mentor & mentee and can thus be of mutual benefit. In a nutshell, a mentor's role may be perceived to be facilitative, supportive and developmental for you. Kindly fill this form to enter to the SMP

| Sl. No | Information about the Mentee (To be filled by the Student/mentee) | |
|--------|---|--|
| 1. | Full Name | |
| 2. | Programme | |
| 3. | Dept. | |
| 4. | Home Address | |
| 5. | Phone No | |
| 6. | Email id | |
| 7. | Name of the Father | |
| 8. | Name of the Mother | |
| 9. | Education & Occupation of the parents | |
| 10. | Type of Family (Joint / Nuclear) | |
| 11. | Languages you know: Read: Write: Speak: | |
| 12. | What are the Skills you would like to develop as a mentee? | |
| 13. | What are your Hobbies? | |
| 14. | Briefly describe your personality | |
| 15. | What are your career aspirations? | |
| 16. | What are you looking for in a mentor and what are you hoping to gain from the mentoring program | |
| 17. | Any Other Comment | |

Signature of the Student (Mentee)

Signature of the Head of Deptt.



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Student Mentoring Program

Monthly Progress Report

For the month of _____

Name: _____

Email Address: _____ Phone No. _____

Mentee's Name: _____ Mentor's Name: _____

1. How much time was spent with your mentee/mentor in the past month (face-to-face, phone, e-mail, texting)?

2. Do you feel the time spent with your mentee/mentor was beneficial? Yes _____ No _____

3. Do you feel communication with your assigned mentoring partner is good? Yes _____ No _____

Please comment: _____

4. What are some of the things that you feel you and your mentee/mentor accomplished in the past month?

5. Comments/Suggestions:



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MENTORING REPORT

1. Name of the Mentor.....
2. Name of the Mentee:.....

List of Mentoring Meeting

| Sl. No. | Date and Time | Activities | Accomplished Goals | Remarks |
|---------|---------------|------------|--------------------|---------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |
| 9. | | | | |
| 10. | | | | |
| 11. | | | | |
| 12. | | | | |



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Report on Outcome of Mentoring

| Sl. No | Name of the Mentee and Class | Challenges/Problems faced | Process /Strategies used to solve the Challenges/Problems | Outcome |
|--------|------------------------------|---------------------------|---|---------|
| 1. | | | | |
| 2. | | | | |
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| 14. | | | | |
| 15. | | | | |
| 16. | | | | |
| 17. | | | | |
| 18. | | | | |

Signature of Mentor

Signature of Head of Deptt.