

SYSTEM OF MENTORING

PHILOSOPHY OF MENTORING

We acquired "mentor" from the literature of ancient Greece. In Homer's epic *The Odyssey*, Odysseus was away from home fighting and journeying for 20 years. During that time, Telemachus, the son he left as a babe in arms, grew up under the supervision of Mentor, an old and trusted friend. When the goddess Athena decided it was time to complete the education of young Telemachus, she visited him disguised as Mentor and they set out together to learn about his father. Today, we use the word *mentor* for anyone who is a positive, guiding influence in another (usually younger) person's life.

A **mentor** is a person or friend who guides a less experienced person by building trust and modeling positive behaviors. An effective **mentor** understands that his or her role is to be dependable, engaged, authentic, and tuned into the needs of the mentee. A mentor may share with a **mentee** (or protege) information about his or her own career path, as well as provide guidance, motivation, emotional support, and role modeling. A mentor may help with exploring careers, setting goals, developing contacts, and identifying resources.

A **mentor is not** a parent – a **mentor is not** there to take over the role of a parent; **no** one can take over the role of a parent **no** matter how difficult a home life can be for the child. A **mentor is not** a provider – **mentors** have an important role in a young person's life – it is **not** as a source of financial support.

HOW TO BE A GOOD MENTOR

Mentoring is about helping another person learn through a one-to-one relationship. It's a common practice for transferring knowledge and promoting best practices at work. As well it is an effective way to develop new leaders.



1. Establish Expectations and Ground Rules

When first introduced to the mentee, make them comfortable by explaining your role. Answer any questions they may have about the mentoring process.

Point out what you expect of them (e.g. to come prepared with problems to resolve or inquiries to discuss; to show up on time; to treat this as a professional and respectful relationship, etc.). Explain what you're prepared to do for them: coach, teach, and open relevant doors.

2. Do an Informal Needs Assessment

Ask the mentee what their priorities are in meeting with you. Which aspects of their curriculum or career do they want to know about most? What areas are they hoping to improve in?

3. Set Goals Mutually

Find out from the mentee's subject teachers what they would like you to focus on as the mentor. Integrate those key elements with the expressed wishes of the mentee.

4. Set a Contact Schedule

How often will you and your mentee meet in person? Will you be available as well for phone or email/text consults anytime during the workday and evening or only in specific timeslots on certain days?

5. Listen Carefully First, Then Ask and Advise

You may possess all kinds of accumulated wisdom. But a mentee isn't an empty vessel into which you pour your knowledge. It's unfair to them if you drone on and on, taken with your own brilliance. Hear what the mentee has to say before giving your opinion. Query them on their point of view.

6. Let Them Make Their Own Decisions

The mentor is generally more knowledgeable and experienced than the mentee. It would be easy just to tell the mentee what to do. Except it would deprive them of thinking through challenges to derive solutions. And it wouldn't allow them to learn by trial and error. Never mind that, wise as you are, you might not know every answer.



7. Be Accountable To Each Other

If you promise to look into an issue or provide a resource to the mentee, do so according to the terms of your commitment. By the same token expect them to meet their pledges to you. Trust and accountability are foundations of an effective mentoring relationship.

8. Open Doors

You have connections your mentee would benefit from. If the mentee shows that they are serious about learning and growing, introduce them to appropriate people in your network. Internally that could include senior staff or alumni.

9. Check Your Biases and Impulses

Hopefully you'll get to know your mentee reasonably well. Finally don't violate the bounds of your professional relationship. Mentors tend to be in a power position. This power should never be misused under any circumstance.

ROLES AND RESPONSIBILITIES OF A MENTOR

The role of a mentor (advisor) needs to meet following objectives with the assigned students:

- Encourage students to make the most of their institute/industry experience.
- Guide the students in developing realistic educational career plans and develop practical, soft skills.
- Meet or talk at least once in two weeks or twice in a month and take their feedback/reviews regarding ongoing classes of the present semester.
- Proactively special sessions may be arranged with the students for collective discussions and interactions or one to one talk.
- Try to make informal out-of-class contacts to underscore personal interest in the student as an individual.
- Assist the students in choosing the elective courses if any or courses consistent with their interest.
- Monitor or review progress of students in each sessional tests and PUTs.
- Monitor performance/grades/marks of the students in the university exams.



- Maintain students and their parent's contact details with email id.
- Speak with the parents/guardians of the students and keep them updated with the progress.
- Guide the students in completing academic programs and choosing right career goals.
- Maintain an up-to-date advising portfolio, with all the records related to performance in the tests, achievements, trainings, industrial visits, project works (Mini/Major), Placement and other activities.
- Monitor the class attendance and make them aware about institute policy of minimum attendance.
- Inform students about important institutional resources, career related information etc.
- Allow students to participate in various inter or intra institute activities.
- Consult regularly with other faculty members to get feedback about students in other subjects or activities.
- Seek input from the students regarding the possible changes in the teaching style in any subject.
- Make them informed regarding important notices from the institute and AKTU University.
- To find out the strength of the students.
- To find the weaknesses of students and help him/her to overcome them.
- To motivate and encourage the students to participate in in-house and activities at universities/state/national level extracurricular activities.
- To educate students about various professional societies.
- To make them aware about latest trends in engineering/management.
- Serve as a positive academic and social role model.
- Maintain confidentiality with any shared information.
- Promote academic success and build student confidence.
- Inform students about careers fields/disciplinary areas.
- Encourage your student to be accountable.
- Praise the student for success in public. Tell the shortcomings when alone.
- Challenge students to develop critical thinking skills, self-discipline, and good study habits.



- Monitor your student's attendance, fee details, placements, then co-curricular & extra-curricular activities.
- Do their SWOT analysis and motivate them as required.
- Make them comfortable to put their thoughts before mentor.
- Make their informal WhatsApp group and make them interact on current issues and General Knowledge.

18.09.2020
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18.09.20
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NOTICE

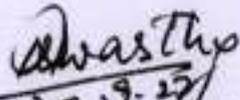
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• Sub: **Reconstitution of Mentoring System**

This is to inform that the Mentoring System is hereby being **reconstituted**.

1. Mr. Sanjiv Singh, <i>Deptt In-charge- AI & ML</i>	Coordinator
2. Dr. Abhishek Singh, <i>Asst Professor-Deptt of Applied Science</i>	Co-Coordinator
3. Dr. Nakshresh Kaushik, <i>HoD-Deptt of Mgmt Studies</i>	Member
4. Dr. Udayvir Singh, <i>HoD-Deptt of ME</i>	Member
5. Dr. Rajeev Kr Singh <i>Assoc Prof-Deptt of Applied Science</i>	Member
6. Ar. Tania Bera, <i>Assoc Professor-Deptt of Architecture</i>	Member
7. Mr. Ankur Sisodia, <i>Deptt In-charge, CSE-AI</i>	Member
8. Mr. Sachin Upadhyay, <i>Deptt In-charge-AI & DS</i>	Member
9. Mrs. Divya Gupta, <i>Asst Professor-Deptt of ECE</i>	Member
10. Mrs. Nidhi Gautam, <i>Teaching Assistant-Deptt of CE</i>	Member


28.9.22
Prof. Neeta Awasthy
Director

CC:

- All Concerned
- DSW & HoDs
- Registrar
- Admin Officer
- All Notice Board
- Web Master: To upload at college website