



SURENDRANATH COLLEGE FOR WOMEN
(NAAC ACCREDITED B++)

24, MAHATMA GANDHI ROAD
KOLKATA- 700 009
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Ref. No.

Dated20

Guidelines for Mentor-Mentee Programme

Academic Year-2021-22

Surendranath College for Women in Kolkata established the Mentor-Mentee Cell with the goal of providing guidance and assistance to its students in order to advance their academic and professional careers and contribute to the development of the country. Many students who enroll in our college and come from diverse social, cultural, and economic backgrounds could struggle academically and with transition. A mentor-mentee program has been created for students in all college departments to help them deal with these issues and achieve their academic potential.

Aims and Objectives:

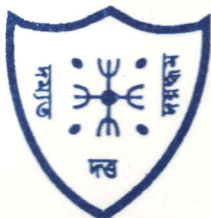
- In order to eliminate the distance between the mentor and the mentee.
- To guarantee that pupils succeed academically to a high standard.
- To address pertinent concerns for the pupils' overall growth.
- To offer mutual assistance and a comfortable learning atmosphere.
- To motivate and encourage students to pursue further education and take Competitive exams.
- To talk about problems relating to anxiety.
- To control academic associations and evaluate results.

Mentor-Mentee Programme Details:

The department may create its own curriculum in accordance with the number of students, professors, and needs of the discipline and the curriculum.



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Following are the guidelines for the Mentor- Mentee Programme:

- Beginning with the first semester of the program, mentors (teaching faculty) will be assigned to students.
- A mentor should have as many mentees as possible given the student capacity of the department.
- It is preferable for the mentees to remain connected to the same mentor during the whole course of study.
- The mentor must routinely meet with the mentees and document their progress in writing or, if accessible, using software. Each mentee's information will be entered into the system and updated on a regular basis.
- The mentor must identify the students who are excelling in their coursework or extracurricular activities and communicate this information to the department or school's head in order to further encourage advanced or gifted pupils.
- The mentor must also point out any pupils whose attendance or performance falls short of expectations. When interacting with the learner, the mentor should look for the root of any issues or apathy. If necessary, the mentor will include the student's parents, the department chair, or the principal in order to help the student change.
- In the event that a student (mentee) violates the code of conduct, the mentor must participate in the disciplinary committee.

Areas of Review:

- **Attendance:** The mentor shall observe and monitor the attendance of the mentee. She shall advise and take necessary follow up actions with regard to students who do not meet the attendance norms of the College/University.
- **Academic Matters:** The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term end examination and help the mentee through counseling or by arranging remedial teaching, if necessary.
- Behavioral and discipline matters.
- Health and physical well being.



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- Achievements, talents and co-curricular activities.

Duties of Mentor:

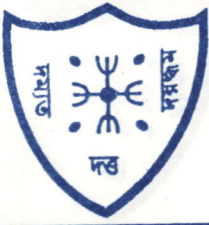
- Introduce and discuss the concept of mentor-mentee system with the assigned mentees.
- Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of a student and discuss with them the complete schedule of future meetings.
- Meet the group of students at least twice a month.
- Keep a track of the attendance, academic performance and behavioral aspects of the student.
- Support students academically and emotionally.
- Advise students in their career development/ professional guidance.
- Maintain contact with the students even after their graduation.
- Contact parents to inform the progress of their ward, whenever required.
- Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
- To guide students and also to arrange for remedial teaching, if required.
- Maintain a detailed progressive record of the students.

Duties of Mentee:

- Attend meetings regularly.
- Fill personal information in the form at the time of joining the mentor mentee system.
- Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to the mentor whenever asked for.
- Repose confidence in the mentor and seek his/her advice whenever required.



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The HOD will:

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- ✓ Advice mentors wherever necessary.
- ✓ Initiate administrative action on a student when necessary.
- ✓ Keep the head of the institute informed
- ✓ Meet all mentors of his/her department occasionally to review the proper implementation of the system.

Anjana Chakraborty

Associate Professor, Department of Bengali

Convener

Mentor Mentee Program

Surendranath College for Women

Dr. Purnima Biswas

Principal

Surendranath College for Women

Principal
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