



MUGBERIA GANGADHAR MAHAVIDYALAYA
P.O.—BHUPATINAGAR, Dist.—PURBA MEDINIPUR, PIN.—721425, WEST BENGAL, INDIA
NAAC Re-Accredited B+Level Govt. aided College
CPE (Under UGC XII Plan) & NCTE Approved Institutions
DBT Star College Scheme Award Recipient

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MENTOR MENTEE PROGRAM RULEBOOK

DEPARTMENT OF GEOGRAPHY

Department of Geography, Mugberia Gangadhar Mahavidyalaya had always believed in maintaining a healthy one-one relationship with the students. Though the mentor mentee relation had always been there in the department, but was formally introduced of late in the year 2022, with a vision to extend support and guidance to the students studying in the department. It is very effective system that is aimed to narrow down the gap between the students (mentee) and the faculty member (mentor) and achieve sustainable growth in not only academics but also in nation building (a sound citizen makes a better nation). The students may come across difficulties during the degree programmes and have to face academic and adjustment challenges. To cope up with such problems and to enable them to excel in academics and profession as per their potential, a Mentor- Mentee programme for the students of the institution has been developed.

We had been providing counselling to the students through personal attention and regular dialogues during the covid period through telephone of the mentees allotted to the teacher concerned as the Mentor. We have been providing them tips on studies, personal counselling, guidance regarding career choices, to get success in the university examinations. Also, the pandemic period aroused various mental blocks and depression among students, which, we, the teachers of the department had been relentlessly counseling. We have also been supporting the mentees in the form of precise content on courses, fees, reviews, college admission process and scholarships etc. The scheme has become very successful in bridging the gap between the teacher and the student. It has become instrumental in blending the harmonious relationship between the learner and his/her family and the institution at large. It has definitely created an atmosphere of conviction and faith about the alma mater.

To us, students are like budding flowers with different colours, fragrance and quality, to bloom they need proper guidance, information, awareness and opportunity.

Aims and Objectives

- To set up a connection between students and teachers.
- To ensure the quality performance of the students in academics.
- To establish holistic development of the students.
- To provide mutual support and congenial learning environment.
- To inspire and motivate students for higher studies and competitive examinations.
- To discuss stress related issues.
- To regulate the academic involvement and assess the outcome.

Duties and Responsibilities of a Mentor:

- Mentees shall be assigned to the mentors right from the first year of the programme.
- No mentor shall have more than 30 mentees at a time.
- The mentees preferably be attached to the same mentor for the entire duration of the programme so that his/her development is keenly noticed.
- The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy.
- The mentors shall introduce and discuss the concept of mentor- mentee system with the assigned mentees.
- The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institution/department for providing further motivation to advanced learners.
- The mentor shall also identify the students whose performance/attendance is below par and shall interact with them to investigate the cause of the problem. . In such case, if required, the mentor will involve the parents for reforming the student.

- In case of Attendance, the mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.
- The mentors shall Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of a students and discuss with them the complete schedule of future meetings
- In case of academic matters, the mentor shall also keep a track of the academic performance of mentees including continuous assessment, term and examination and help the mentee through counseling or by arranging remedial teaching, if necessary
- The mentor shall address the behavioural and discipline matters with complete compassion.
- The health and physical well being of the students inside the campus is also looked after by the mentors who, if finds any disturbance in the aforesaid issues, can consult the HOD and the parents as soon as possible.
- The mentors should culminate talents of the students and arrange for suitable environments to nourish it, if possible. Also, the mentors should encourage students to carry out co-curricular activities so as to help in the holistic development of the students/ mentees.
- **The mentors should be empathetic towards Stress related issues of the mentees.**

Duties/Responsibilities of Mentee

- Attend meeting 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.
- Keep confidence in the mentor and seek his/her advice whenever required.

Rules regarding conduct and support of other faculty members

- Avoid making negative comments about instructors, assignments, or texts.

- Refrain from doing students' assignments or suggesting grades.
- Be clear about expectations for academic honesty and integrity.
- Encourage students to communicate with professors and use campus support services.
- Seek advice from the Academic Mentoring Program

Benefits to the Students from Mentoring Programme

- Students benefit by receiving the support and guidance of a caring adult or supportive peer and also receiving assistance with their academic studies.
- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/or higher education and receive assistance in choosing a career path.
- The Mentees will be encouraged to avoid the use of drugs and alcohol.
- Student will also improve interpersonal relationships, such as with Institute, the teaching staff and the student's family.

Benefits to the Institute

- Having a student mentoring scheme helps to foster good community relations and contributes to the local and area targets for economic growth.
 - Students will be more motivated and aspirational which will improve morale amongst the learning community.
 - Mentoring will maximize the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for vulnerable groups of students.
 - Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.
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Mentor's Information

(Academic Year:2022)

Name of the Mentor	
Department:	
Contact Details with email:	
No.Mentees allotted:	
Classes of the Mentees:	