Mentor Mentee Handbook

2022-23

Chhattu Kamila

Mugberia Gangadhar Mahavidyalaya

Mentor Mentee Cell

Department of Commerce

AIMS AND OBJECTIVES

1. **Skill Development:** To facilitate the development of specific skills or competencies in the mentee through guidance and practical advice from a mentor.

2. **Knowledge Transfer:** To transfer knowledge, expertise, and experience from the mentor to the mentee, helping the mentee navigate challenges more effectively.

3. **Career Advancement:** To support the mentee in advancing their career by providing insights into industry norms, career pathways, and professional networking opportunities.

4. **Personal Growth:** To foster personal growth and confidence in the mentee by offering encouragement, constructive feedback, and emotional support.

5. **Goal Setting and Achievement:** To assist the mentee in setting realistic goals and developing strategies to achieve them, fostering accountability and motivation.

6. **Leadership Development:** To cultivate leadership qualities in the mentee, such as decision-making skills, communication skills, and the ability to inspire and motivate others.

7. **Networking:** To expand the mentee's professional network by connecting them with industry professionals, potential employers, or like-minded individuals.

8. **Retention and Satisfaction:** To enhance job satisfaction and retention by providing mentees with the tools and support they need to succeed in their roles.

9. **Organizational Culture:** To promote a positive organizational culture by encouraging knowledge sharing, collaboration, and mutual respect between mentors and mentees.

10. **Long-term Succession Planning:** To contribute to long-term succession planning within the organization by preparing mentees for future leadership roles and responsibilities.

Academic Matters

- **Academic Guidance:** Provide guidance on academic coursework, research projects, and study techniques tailored to the mentee's academic needs and goals.

- **Subject Matter Expertise:** Share knowledge and expertise in specific academic subjects or disciplines, helping the mentee deepen their understanding and mastery of key concepts.

- **Research Mentorship:** Assist with research design, methodology, data analysis, and interpretation, guiding the mentee through the research process.

- **Critical Feedback:** Offer constructive feedback on academic assignments, papers, and presentations to help improve the mentee's academic writing, analytical skills, and academic performance.

- **Study Skills Development:** Help the mentee develop effective study habits, time management skills, and strategies for academic success.

- **Career Guidance:** Provide insights into academic pathways, career opportunities within academia, and advice on pursuing further education or professional certifications.

- **Networking:** Introduce the mentee to academic professionals, researchers, and scholars within their field of study to facilitate networking and collaboration opportunities.

- **Encouragement and Motivation:** Offer encouragement, motivation, and support during challenging academic periods, helping the mentee stay focused and resilient.

- **Resource Sharing:** Share academic resources such as textbooks, articles, journals, and online databases that are relevant to the mentee's studies and research interests.

- **Ethical Guidance:** Educate the mentee about academic integrity, ethical standards in research and publishing, and responsible conduct in academia.

Duties and Responsibilities of Mentor

 1. **Guidance and Advice**: Provide guidance and advice based on their experience and expertise in the mentee's field of interest or profession.

2. **Role Model:** Serve as a positive role model by demonstrating professionalism, ethical behavior, and commitment to personal and professional growth.

3. **Support and Encouragement**: Offer emotional support and encouragement to help the mentee navigate challenges and setbacks effectively.

4. **Feedback:** Provide constructive feedback on the mentee's skills, performance, and areas for improvement, helping them develop self-awareness and identify development opportunities.

5. **Goal Setting:** Assist the mentee in setting realistic goals and developing action plans to achieve them, while monitoring progress and providing accountability.

6. **Networking:** Facilitate introductions and connections within their professional network, helping the mentee expand their contacts and opportunities.

7. **Resource Sharing**: Share relevant resources, such as articles, books, or tools, that can further the mentee's knowledge and skills in their field.

8. **Development Opportunities**: Identify and recommend development opportunities, such as workshops, seminars, or training programs, that align with the mentee's career aspirations.

9. **Championing Growth**: Advocate for the mentee's growth and advancement within the organization, promoting their achievements and potential to other colleagues and stakeholders.

10. **Confidentiality:** Maintain confidentiality regarding sensitive information shared by the mentee, respecting their privacy and trust in the mentor-mentee relationship.

Characteristics of a Good Student Mentor

☐ **Empathy:** Ability to understand and share the feelings of the mentee, empathizing with their challenges and offering emotional support.

☐ **Active Listening:** Skill in actively listening to the mentee's concerns, questions, and goals without interrupting or judging, to fully understand their perspective.

☐ **Communication Skills:** Effective communication to convey ideas clearly, provide feedback constructively, and facilitate open dialogue with the mentee.

☐ **Patience:** Willingness to patiently guide the mentee through learning processes, respecting their pace of understanding and growth.

☐ **Respect for Diversity:** Appreciation and respect for the diverse backgrounds, experiences, and perspectives of mentees, fostering inclusivity and understanding.

☐ **Knowledge and Expertise:** Possession of knowledge and expertise in the relevant field or subject matter, allowing for informed guidance and mentorship.

☐ **Adaptability:** Ability to adapt mentoring strategies and approaches to suit the individual needs, learning styles, and preferences of different mentees.

☐ **Role Modeling:** Serving as a positive role model by demonstrating professionalism, integrity, and dedication to personal and professional growth.

Supportive: Providing encouragement, motivation, and reassurance to mentees during challenges or setbacks, helping them stay focused and resilient.

 Commitment: Dedication to the mentor-mentee relationship by investing time, effort, and resources to support the mentee's development and success.

BENEFITS OF A STUDENT MENTORING PROGRAMME

 Academic Support: Mentors provide academic guidance, tutoring, and help with understanding difficult concepts, leading to improved academic performance.

 Personalized Learning: Mentoring programs cater to individual learning styles and needs, enhancing the overall educational experience.

 Career Guidance: Mentors offer insights into career pathways, job market trends, and professional development opportunities, helping mentees make informed career decisions.

 Skill Development: Mentoring programs focus on developing skills such as critical thinking, communication, problem-solving, and time management, which are crucial for academic and career success.

 Increased Motivation: Mentors inspire mentees to set and achieve academic and personal goals, fostering a sense of motivation and accomplishment.

 Improved Confidence: Through encouragement and constructive feedback, mentors help mentees build confidence in their abilities and overcome academic challenges.

 Networking Opportunities: Mentoring programs facilitate networking with professionals, alumni, and peers, expanding mentees' social and professional circles.

 Personal Growth: Mentors provide support for mentees' personal development, helping them navigate personal challenges and transitions during their academic journey.

Retention and Engagement: Mentoring enhances mentees' sense of belonging and engagement with the institution, leading to higher retention rates and academic success.

    Long-term Benefits: Mentoring relationships often extend beyond the program duration, with mentors continuing to provide guidance and support as mentees progress in their academic and professional careers.

Benefits of Peer Mentors:

- **Relatability and Understanding:** Peer mentors can relate closely to the experiences and challenges faced by their mentees, fostering a sense of understanding and empathy.

- **Peer Support and Camaraderie:** Mentees may feel more comfortable seeking guidance and support from peers, creating a supportive environment where they can openly discuss concerns and seek advice.

- **Skill Development:** Both mentors and mentees develop valuable skills such as communication, leadership, and teamwork through the mentorship process.

- **Role Modeling:** Peer mentors serve as positive role models, demonstrating behaviors and attitudes that contribute to academic success, personal growth, and social integration.

Benefits of Mentor and Mentee Programme to Commerce Department

1. **Industry Insights and Networking:** Mentors can provide mentees with valuable insights into current industry trends, practices, and challenges, helping commerce students stay updated and competitive in the business world. Mentors often facilitate networking opportunities, connecting mentees with professionals and potential employers.
2. **Career Guidance:** Mentees receive personalized career advice and guidance from experienced mentors within the commerce sector. This includes insights into various career pathways, skill development opportunities, and strategies for career advancement.
3. **Skill Development:** Mentees have the opportunity to enhance their business acumen and develop practical skills relevant to commerce, such as financial analysis, strategic planning, market research, and business development. Mentors provide real-world examples and guidance on applying theoretical knowledge to practical scenarios.
4. **Personal and Professional Growth:** The mentorship program fosters mentees' personal growth by building confidence, resilience, and leadership qualities. Mentors offer constructive feedback, encourage mentees to set and achieve goals, and provide support during challenging times, helping mentees develop into well-rounded professionals.
5. **Enhanced Academic Performance:** Mentees benefit from academic support and guidance that complements their

coursework in commerce-related subjects. Mentors can assist with understanding complex concepts, preparing for exams, and improving study habits, ultimately contributing to improved academic performance and achievement.

These points illustrate how a mentor and mentee program can significantly enrich the educational experience and career prospects of students within a commerce department, preparing them to excel in their chosen field upon graduation.

Mugberia Gangadhar Mahavidyalaya

Mentor Mentee Cell

Approved list of the mentors

Dept. of Commerce

Sl. No	Mentor Name	Dept. Name	No. of Mentee	Alloted class/Dept of Mentee
1.	Prof. Abani Kr.Tripathy (Associate Professor-HOD)	Commerce		B.com(3rd sem)
2.	Sudarsan Adak (SACT-II)	Commerce		B.com
3.	Ranjit Giri (SACT-II)	Commerce		B.com
4.	Radhakrishna Dinda (SACT-II)	Commerce		B.com
5.	Chhattu Kamila (Assistant Professor Contractual)	Commerce		B.com (1st semester)
6.	Anupam Das (Assistant Professor Contractual)	Commerce		B.com

Mugberia Gangadhar Mahavidyalaya

List of mentees assigned to mentor
Dept. of Commerce

Sl. No.	Name of Mentee	Roll No	Class	Address and mobile number of mentees
1.	Abhijit Das	2801	1st semester	Dwarikapur,9609431169
2.	Amit kiran Jana	2802	1st semester	Garabar,8927698739
3.	Ananya Jana	2803	1st semester	Patna,9609307342
4.	Ankit Acharya	2805	1st semester	Deulbar,9932993911
5.	Arpit Kr. panda	2806	1st semester	Jashibar,8910905288
6.	Ashik Ghanti	2807	1st semester	Maklasi,9051020906
7.	Ayankanti Das	2808	1st semester	Chinadari,9732909795
8.	Biswajit Karmakar	2809	1st semester	Bhagwanpur,9083487681
9.	Debbrata Das	2811	1st semester	Patashour,8967983679
10.	Dipankar Giri	2812	1st semester	Chakbhogi,6297546306
11.	Jit Jana	2813	1st semester	Ural,629571520
12.	Jit Mandal	2814	1st semester	Joshibar,9732566092
13.	Krishnagopal Giri	2815	1st semester	Udbadal,6297327291
14.	Nilotpal Kamila	2818	1st semester	Itaberia,9733230673
15.	Prithri Pradhan	2823	1st semester	Uttar kotabar,6295005347

Notice: 01/13.03.2023

Date: 13.03.2023

Dear Mentee,

This is to inform you that our scheduled mentorship session will take place on **17.03.2023 at 2:00 PM** in Commerce Dept. computer lab. Please ensure your presence promptly.

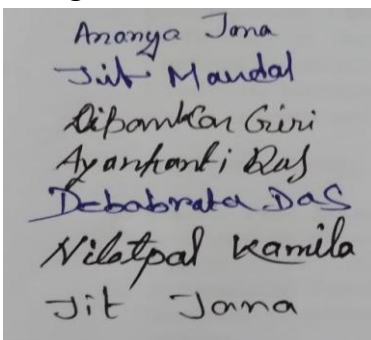**Topic:** Career Development, Skill Development and Career Advancement.

Your attendance is crucial for discussing and addressing any queries or challenges you may have. We look forward to your active participation.
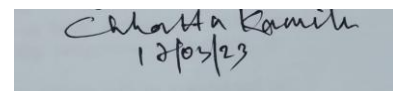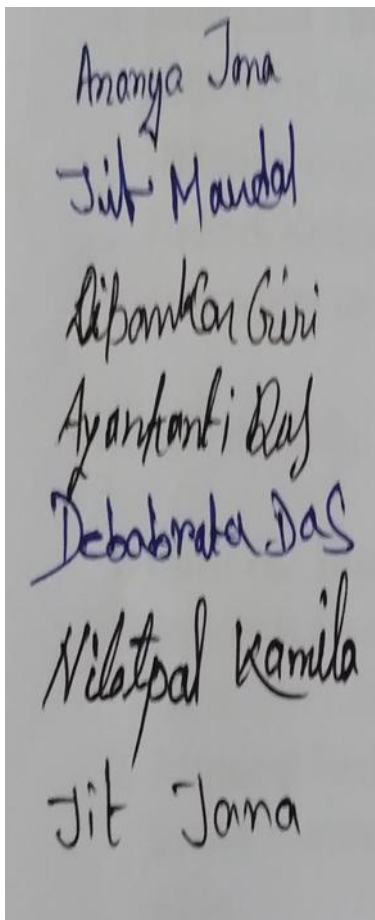
Thank you.

Best regards,

Chhattu Kamila

Signature of Mentee   **Signature of Mentor**

Resolution:

In our recent mentorship meeting, held on 17/03/2023, between Mentor and Mentees, we deliberated on several crucial aspects pertaining to career growth and development. Hereby, we have collectively resolved to focus on the following key areas:

Career Development:

1. **Goal Setting:** We have established clear, measurable goals for short-term and long-term career progression.
2. **Exploration of Opportunities:** We will actively explore various career opportunities aligned with Mentee's professional aspirations and interests.
3. **Networking:** Mentor will facilitate introductions and networking opportunities within Mentee's industry to expand professional connections.

Skill Development:

1. **Identified Skills:** We have identified key skills essential for Mentee's career advancement, including specific skills.
2. **Development Plan:** A structured plan has been devised to enhance proficiency in these skills through [training programs, workshops, or practical exercises].
3. **Feedback Mechanism:** Regular feedback sessions will be conducted to assess progress and adjust the skill development strategy as needed.

Career Advancement:

1. **Career Path Mapping:** We have mapped out potential career paths and strategies to advance within Mentees current organization or explore external opportunities.
2. **Professional Development:** Mentor will guide Mentees on strategies to showcase achievements and skills effectively to stakeholders and decision-makers.
3. **Long-term Vision:** We have articulated a vision for long-term career growth, encompassing milestones and benchmarks for continuous advancement.

This resolution represents our commitment to fostering Mentee professional growth and success. We acknowledge the importance of ongoing collaboration and support in achieving these objectives.

Notice: 02/10.04.2023

Date: 10.04.2023

Dear Mentee,

This is to inform you that our scheduled mentorship session will take place on **17.04.2023 at 3:00 PM** in Commerce Dept. computer lab. Please ensure your presence promptly.

Topic: Students study problems. Use of AI & and Interest on study, Examination preparation strategy.

Your attendance is crucial for discussing and addressing any queries or challenges you may have. We look forward to your active participation.
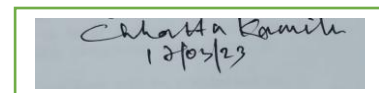
Thank you.

Best regards,

Chhattu Kamila

Signature of Mentee   **Signature of Mentor**

Resolution:

In our recent mentorship meeting held on 17.04.23 between Mentor and Mentees we addressed several critical aspects related to enhancing study effectiveness, leveraging AI tools, cultivating interest in studies, and developing effective examination preparation strategies. Hereby, we have collectively resolved to focus on the following key areas:

Students' Study Problems:

1. **Identification of Challenges:** We have identified specific study challenges faced by Mentees including [list specific challenges such as time management, understanding complex concepts, etc.].
2. **Solution-oriented Approach:** Mentor and Mentees will work collaboratively to implement targeted solutions to address these challenges, such as [providing resources, techniques, or scheduling adjustments].
3. **Progress Monitoring:** Regular check-ins will be scheduled to monitor progress and adjust strategies as necessary to ensure continuous improvement.

Use of AI in Studies:

1. **Exploration of AI Tools:** We will explore and integrate AI-powered tools and resources to enhance Mentees learning experience, focusing on areas such as [examples could include AI-based study aids, adaptive learning platforms, etc.].
2. **Training and Familiarization:** Mentor will guide Mentee in effectively utilizing AI tools for study purposes, ensuring optimal use and maximizing benefits.
3. **Feedback and Adjustment:** Continuous feedback will be sought to assess the effectiveness of AI tools in improving study outcomes, with adjustments made as needed.

Interest in Study:

1. **Discovering Interests:** We will explore Mentees academic interests and passions to cultivate intrinsic motivation for learning.
2. **Engagement Strategies:** Mentor will recommend strategies to enhance engagement in studies, such as [promoting interactive learning, connecting studies to real-world applications, etc.].
3. **Goal Alignment:** Aligning academic goals with personal interests to foster a deeper commitment and enthusiasm towards learning.

Examination Preparation Strategy:

1. **Strategic Planning:** We have developed a structured examination preparation plan tailored to Mentees learning style and preferences.
2. **Study Techniques:** Mentor will share effective study techniques and time management strategies to optimize Mentees preparation efforts.
3. **Mock Tests and Feedback:** Conducting mock tests and providing constructive feedback to simulate exam conditions and identify areas for improvement.