

**GOVERNMENT COLLEGE KHERI CHOPTA,  
HISAR**



**Mentor-Mentee Handbook**

# **Mentor-Mentee programme**

(Formerly Known as Tutor Ward Cell)

We have high aspirations for all of our students and want to help them achieve and surpass their own expectations and those of the people who teach and care for them. This policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance.

Student mentoring in Government College Kheri Chopta, Hisar is defined as a one-to-one relationship between a student and the mentor that occurs over a prolonged period of time. The mentor provides consistent support, guidance and concrete help to a student to provide them with a positive role model.

Some students involved in the mentoring program may be going through a difficult and/or challenging situation, a period of life in which they need extra support, or they may simply need to have another significant adult present in their life.

The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential. College will ensure that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

## **Guidance:**

- It is vital that all students receive regular and informed guidance, have a wide range of experiences and understand where to get further information and advice. This will be evident through a number of initiatives, including;
- Citizenship lessons
- Individual learning reviews and target setting
- Career Guidance
- Guidance for Avenues to Higher Education
- To tackle various academic and stress related issues
- Workplace learning experiences offered
- Regular internal communications with students (e.g. through personal visits and telephonic talks)
- ‘Thought of the day’ and ‘soft skill’ reinforcement initiatives
- Community involvement opportunities
- In some cases the relationship between the mentor and the mentee may be the only stability student knows, and the only time anyone spends quality time with them. Therefore, the Institute stipulates that a student mentor spend a minimum of one hour every week with their mentees.

## **Responsibilities of the Mentor:**

- Maintain Mentor-Mentee Booklet.
- Maintain batch wise student roll call list
- Keep contact details of students & parents

- Record of all results
- Record of Mentor-Mentee meeting
- Student counseling should be done whenever required.
- Maintain record of mentees appeared to be disinterested in academic progress
- To have regular communication with the parents of the Mentees
- To submit a comprehensive Yearly Report on issues handled and resolved by the Mentor.
- Telephonic call record of defaulter students should be maintained.
- Maintain data of students' achievements □ Maintain discipline among students.

**Important notes about conduct and support:**

- 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.
- Draw a clear line between friendship and mentoring.
- Encourage students to communicate with professors and use campus support services.
- Seek advice from the Academic Mentoring Program

# Government College Kheri Chopta (Hisar)

## Student's/Mentee's Proforma

PERSONAL DETAILS									
1.	Name								
2.	E-mail Address							Photo	
3.	Contact No.								
4.	Mentor's Name								
5.	Permanent Residential Address								
6.	Contact Person's Name								
7.	Contact Person's Phone No.								
	Parents	Father			Mother				
8a.	Name								
8b.	Occupation								
8c.	Office Address								
8d.	E-mail Address								
8e.	Contact No.								
9.	Are you a permanent resident of Haryana? (Yes/NO)								
ACADEMIC DETAILS									
1.	School Last Attended								
2.	Marks secured in Class XII								
3.	College Academic Performance Percentage of marks secured in each semester	I	II	III	IV	V	VI	VII	
4.	Awards /Prizes Won in College								
5.	Participation in Academic Projects/Internship								
Extra /Co-Curricular Activities Details									
1.	Membership of Academic, Social and Cultural Societies of the College								
2.	Social Engagements Outside College (e.g. working with NGOs)								

Signature of Mentee

Signature of Mentor

