



**Office of the Principal, Govt. Pt. Shyamacharan Shukla
College, (Shankar nagar), Dharsiwa Raipur (C.G.)**

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No./ / / 2023

Dharsiwa, Date

Mentor-Mentee cell

Govt. Pt. Shyamacharan Shukla College Dharsiwa, Raipur, (CG) has developed a Mentor-mentee counselling system. For this a Mentor-Mentee cell is created which works under the supervision of principal and IQAC. The vision of this cell is to extend guidance and support to the students studying in the college for the betterment of their academic, professional career. The college indeed feels that a student having good academic record with confident and extrovert personality will contribute towards nation building. This cell aims to narrow down the gap between the mentee and the mentor and thereby the society in general. Most of the students belong to poor economic and social background because of which they come across difficulties during the degree programmes. Many of them have to face academic as well as adjustment challenges. Thus, this cell will help the students to face the problems and enable them to excel in academic as well as professional world.

The cell helps the students by monitoring through personal attention and also through meetings and private discussion between mentor and mentee. Some the mentors solve the issues of the mentee on telephone some by paying personal visit to the mentee's place. The cell members (mentor assigned to a particular class) provide tips on studies, guidance regarding career choices to get success in competitive exams. Even the cell supports the mentees in admission process, scholarships etc.

Aims and Objectives

- To ensure the holistic development of the students.
- To ensure the quality performance of the students in academics.
- To narrow down the gap between the mentor and the mentee.
- To provide support and congenial learning environment to the mentee.
- To encourage the mentees for higher studies and competitive examinations.
- To discuss the personal and stress related issues.
- To regulate the academic involvement and assess the outcome.

Procedure

- Each teacher has been assigned with Mentees of particular class.
- Mentees are assigned to the mentors in the beginning of the session.
- Since the number of permanent faculty members is very less so each mentor has been assigned with entire class. Even few mentors are assigned with mentees of two classes.
- The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy.
- The details about each mentee will be recorded and periodically updated.
- The mentor shall identify the extraordinary students and report to the head of the institution for further motivation.
- The mentor shall also identify the slow learners and those mentees whose attendance is very short. The mentor shall interact with the students and try to find out root cause of the problem or his abnormal behaviour.
- The mentor shall keep the track of behavioural and discipline matters, health and stress related issues.

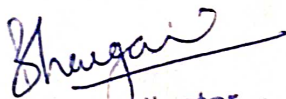
Duties/Responsibilities of Mentor

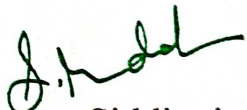
- To introduce the students with the mentor mentee system with assigned mentees in the beginning of the session during induction program.
- Call meeting of the mentees and keep the records in hard copy.
- To note down the specific requirements of the students.
- To keep track of attendance and academic performance of the students.

- To contact parents to inform progress of the ward.
- To maintain the records of under progressing students and take remedial action wherever required.

Duties/Responsibilities of Mentee

- To attend the meetings regularly.
- Fill the information in the form provided by the mentors.
- To provide the details of continuous assessment and university exams and extra-curricular activities to the mentor whenever asked for.
- To seek mentor's advice whenever required.
- To respond confidently to the mentor.


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