



IFTM
UNIVERSITY
MORADABAD

NAAC ACCREDITED

Mentor-Mentee System

The Mentor-Mentee System

Preamble



Objective of the Mentor-Mentee System:

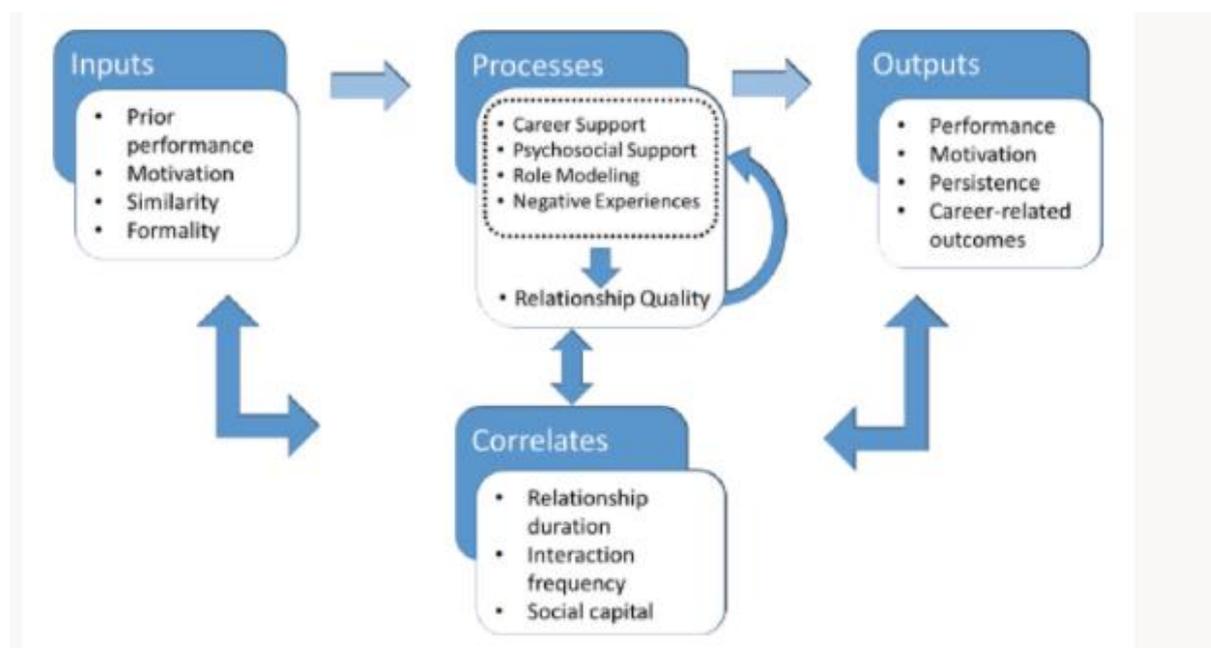
The Mentor – Mentee system is functioning with an objective

1. To bridge the gap between the faculties and students and
2. To guide students on both educational and personal aspects.

Mechanism of the Mentor-Mentee System:

The allotted faculty acts as a mentor to a group of students. Successful mentorships often evolve into friendships with both partners learning and providing support for the other.

In IFTM University, Mentor-Mentee system has been implemented to provide a sense of belongingness and guardianship among the students who took admission here. The faculty members act as guardian (Mentor) for them to look after throughout their course tenure. The basic objective of this relationship is to guide the students in all aspects and domains so that they become strong professionals and great human beings. A simplified process-oriented model of mentorship can be shown by the following figure:



Simplified process-oriented model of mentorship

A *mentor* is an individual with expertise whose help can develop the career of a mentee. A mentor often has two primary functions for the mentee. The career-related function establishes the mentor as a coach who provides advice to enhance the mentee's professional performance and development. The psychosocial function establishes the mentor as a role model and support system for the mentee. Both functions provide explicit and implicit lessons related to professional development as well as general work–life balance.

Various researches have consistently found that mentored individuals are more satisfied and committed to their professions as compared to the non-mentored individuals.

Functions of the Mentors:

The mentors perform the functions as follows:

- Maintain an open and friendly environment between mentor and mentees.
- Continuously monitor, counsel, guide, and motivate the students in all academic, personal and career concerns.
- Advise students regarding choice of electives, project, placement and training activities and internships etc.
- Contact parents/guardians if situation demands e.g. academic irregularities and decline in performance, regular absent in the class, negative behavioral changes and interpersonal relations etc.
- Discover talents and interests of mentees and they define and help them in attaining mentee's goals.
- Advise students in their career development regarding self-employment opportunities, entrepreneurship development, honesty and integrity required for career growth.
- Advise students in their professional development regarding professional goals, selection of career and higher education.
- Counsel them on their course regarding low attendance and low performance.
- Maintain a mentoring form with a brief but clear record of all discussions with students.
- Intimate authorities if any administrative action is needed.



Outcome of the Mentor-Mentee System:

The Mentor-Mentee system results into:

- *Effective Communication* between mentor and mentee which helps in understanding the academic and non-academic problems/grievances of the students.
- *Database* which helps in monitoring the regularity of the mentee in the class and performance in the studies.
- *Personal touch and counselling* which creates a sense of belongingness among the students towards the faculty and the University.
- *Learned and disciplined students* who earn a reputation in the society after graduating from IFTM University.

Documents of the Mentor-Mentee System:

The following documents have been prepared related to mentees:

1. *Mentees' (Students') Profile*

Objective: It aims to record the complete information about the mentees (Name, Contact Details etc.) so that they can be further motivated to excel in both academic and non-academic fields and to make the most of their life at the University. (*Annexure A*)

2. *Attendance Record*

Objective: It aims to have a track on the Class attendance of the Mentee and identify the reason of any anomaly. (*Annexure B*)

3. *Performance Record*

Objective: The Mentor has to assess the results of the Mentee to identify the slow-learners and advance learners. This record helps the mentors to prepare different strategies, plans and skills to train slow learners and advance learners separately. (*Annexure C*)

4. *Mentor- Mentee Interaction*

Objectives: This record helps to understand the personal grievances of the mentee (if any). The mentor keeps the record of one to one interaction with the mentee as and when required and the grievance is being forwarded to the concerned authorities and departments for their speedy solution. (*Annexure D*)

5. *Career Guidance*

Objective: The Mentor guides the Mentee especially in their Final Year Courses in deciding the career related decisions like higher studies, placements, and preparation of competitive exams etc. (*Annexure E*)