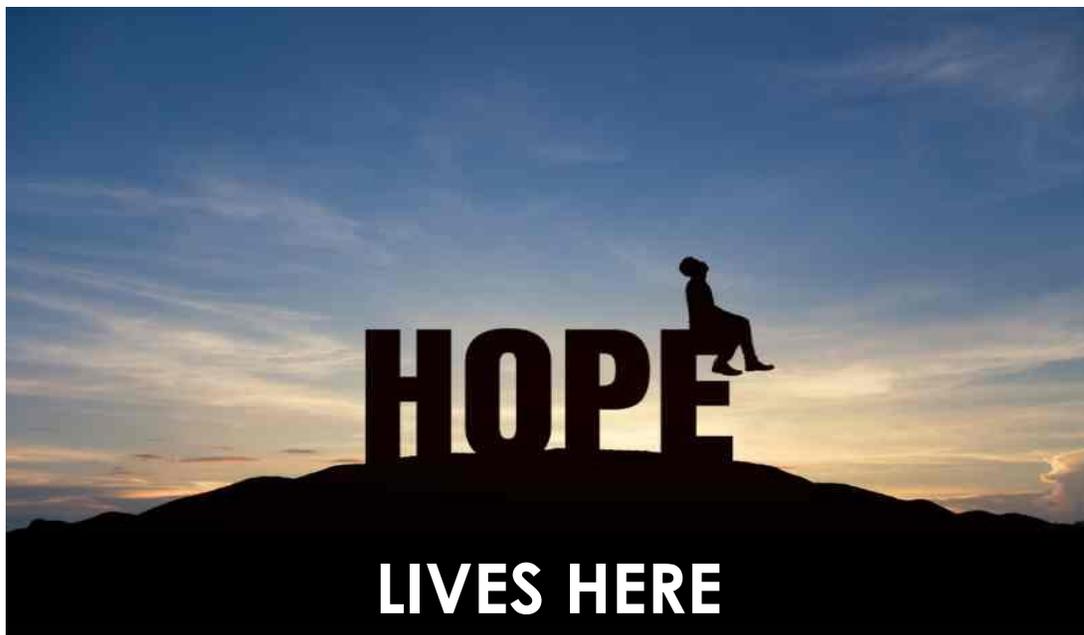


Welcome to Mentoring



Successful people never reach their goals alone

See the hope inside you and we will help you shine bright...



What You Need to Know about Your Mentoring Journey

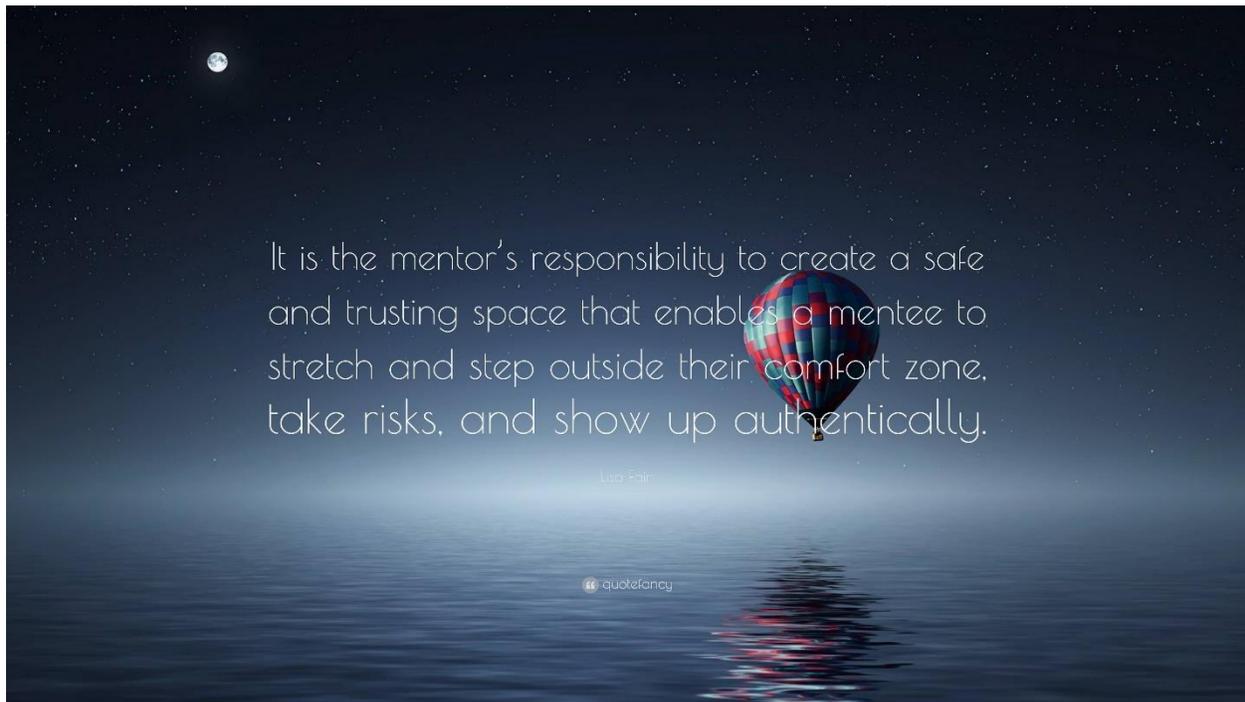
For Mentees



- This path is designed to give an ideal start to your academic journey so that you can experience a wholesome university life.
- We encourage you to understand that university life is not only just finishing modules or facing examinations but to achieve the optimal potential in 4 years of your life where you will thrive to become a successful and responsible individual.
- We want you to know that all avenues and paths are open for you so that you can walk towards your life goals and dreams.
- And in the process, your mentor will help you, guide you and inspire you to achieve your fullest potential.
- The absence to fulfill these guidelines will result in not getting an audience with the Dean, not being eligible for applying university/faculty level awards, not being eligible for forthcoming examinations and referee reports once to leave university.
- Therefore, please make sure to meet with your mentor at least two times per semester.
- Please be proactive and contact your mentor rather than waiting for your mentor to contact you.
- Do not wait until the last moment or the last few weeks of the semester to meet with your mentor.
- Respond to emails/ requests from your mentor or the mentoring programme coordinator.

- You can schedule a zoom or in-person appointment with your mentor and before the appointment date please make sure to share the link of your portfolio with your mentor.
- You need your mentor's approval/ endorsement to get any referee reports related to your portfolio.
- A designated server space will be available to maintain the portfolio, and it will be password protected and only the mentee, and your mentor will have access to the respective portfolios.
- Your portfolio will remain in the server space for 5 years including your 4-year academic period and 1-year additional period allowing you to maintain the portfolio.
- You can print any sections of the portfolio and can submit it to prospective graduate schools, job interviews, workplace employers with the signature and approval of your mentor and with the endorsement of the Assistant Registrar of the Faculty.
- This is university property and cannot be misused. It can be only used for university and academic-related purposes.
- Attend at least two life skills workshops which are on topics such as time management, money management, study skills, facing interviews, presentation skills, effective written communication, etc.
- Be open to receiving your mentor's suggestions, advice and support.
- Discuss and be critical about what you expect. At the end of the day, you make the decisions, not the mentor.
- You can meet the AR if you need to change your mentor.
- Be honest so that your mentor can help you succeed!
- This is all about your personal growth and development, make sure you use it well...
- Please check <https://menflfn.weebly.com/> for mentoring-related information and updates.

For Mentors



- The paper format of the student portfolio is replaced with this new server-based digital portfolio.
- There are twin versions of the portfolio namely Venus and Jupiter and the mentee will select the version suited for herself or himself.
- From this Academic Year onwards an online Mentoring Recording System will be introduced for mentoring-related record keeping.
- At the start of the Academic Year, you will be provided with the names of your mentees along with the google link to the Recording sheet by the Dean's office.
- The Dean of the Faculty will get feedback regarding the new mentoring system.
- There will be training and awareness sessions with regards to mentoring, do attend them.
- Allocate time for your mentees at least twice during the semester and as many as times you and your mentee deem necessary. The mentees are also instructed to get in touch with their respective mentors.
- Try remembering the names of your mentees.
- Maintain 100% confidentiality about what the students divulge to you.
- Provide realistic appointments.
- Do not make unachievable promises.
- Do not take decisions for your mentee.
- Keep retrievable records.
- Respect the diversity of ideas.
- Students have a right to speak and express their feelings.

- Try to give your mentee full attention, therefore if possible try to refrain from checking emails or answering phone calls while you're meeting with your mentee.
- Be willing, when appropriate, to share your own work experiences, skills and networks.
- Peer evaluate your experience.
- Always encourage authenticity, creativity and self-reflection.
- Be a critical friend, yet don't shy away from being a nudge on the back or a shoulder to cry or to become a kindred spirit to your mentee.
- Enjoy the experience! Use the opportunity to develop yourself as well...

For Institutions

MENTORS ARE REALLY IMPORTANT BECAUSE EVERYONE NEEDS TO KNOW THAT SOMEONE'S GOT THEIR BACK



- Introduce a way to strengthen the mentoring system through by-laws.
- Publish institution's policy on academic guidance in its handbook.
- Arrange timetabled access to mentors.
- Appoint mentors and issue appointment letters with ToR.
- Assign a mentor to new students on their arrival.
- Introduce compulsory skill development courses/ workshops to mentees for personal and professional development.
- Calculate yearly progress of students and student attendance and use it for further development and improvement of the exciting mentoring system.
- Introduce a system of warning letters on academic performance.

- Strictly adhere to the requirements of the minimum mark when selecting for specialization.
- Mentors should be made aware of procedures to be followed if students fail to attend scheduled meetings (for example, what efforts should be made to contact the student, who else should be alerted if the student is not responding, what checks should be made on the student's work).
- Have a clear procedure for reassigning students when the existing mentor takes leave of absence (e.g. sabbatical leave, long-term sickness), or leaves the institute.
- Monitor and evaluate institutional systems of mentoring by the institutional learning and teaching committee with the results feeding into the Programme Review Procedures.

**Sky is the limit for you
Let your mentor fly with you....**

