Guidelines for Mentor-Mentee Programme

At ITM University, Gwalior, we recognize the transformative potential of effective mentorship in nurturing the academic and personal growth of our students. The Mentor-Mentee Program is a cornerstone of our commitment to providing holistic education and fostering a supportive learning environment. This document outlines the guidelines and framework for coordinating and executing the Mentor-Mentee Program, ensuring that both mentors and mentees derive maximum benefit from their interactions.

The success of this program hinges on meticulous planning, seamless coordination, and continuous feedback. To this end, we have established a structured approach for documentation, regular meetings, and systematic reporting. By setting clear expectations and providing comprehensive support, we aim to create a robust mentorship ecosystem that addresses the diverse needs of our students.

The guidelines outlined herein provide a detailed roadmap for mentors, mentees, and coordinators to navigate their roles effectively. They encompass essential elements such as documentation requirements, meeting coordination, issue appraisal, and reporting formats. Additionally, we have included rubrics for evaluating the effectiveness of mentors and coordinators, along with well-defined goals to ensure continuous improvement and success of the program.

We are confident that with the active participation and dedication of all stakeholders, the Mentor-Mentee Program will significantly enhance the academic experience at ITM University, Gwalior. We look forward to seeing our students thrive under the guidance of their mentors, achieving their full potential and contributing to the vibrant academic community we are building together.

The following are details:

1. Documentation to Collect

• **Mentee Profile Form**: To be filled out by mentees, including academic background, personal interests, career goals, and any specific areas they need support.

• **Meeting Log**: A logbook for mentors and mentees to record the dates, times, and key points discussed in each meeting.

- **Feedback Forms**: Periodic feedback forms for mentees to provide feedback on the mentoring experience.

- **Issue Reporting Form**: A form for mentors and mentees to report any issues or challenges they encounter.

2. Coordinating Mentor-Mentee Meetings

- **Weekly Meetings**: Ensure that mentor-mentee meetings are held every Friday.

- **Time**: Designate specific time slots for different departments to avoid clashes.

- **Venue**: Allocate meeting rooms or virtual meeting platforms.

- **Agenda**: Provide a structured agenda template for these meetings to ensure productivity.

- **Weekly Reporting**: Collect issues faced by mentors and mentees and appraise them to the following authorities: IQAC Coordinator

- Dean Academics

- Registrar

- Vice Chancellor

3. Appraising Issues

- Format for Issue Reporting: Issue Description

- Date and Time

- Parties Involved

- Impact on Mentor-Mentee Relationship

- Proposed Solutions (if any)

4. Format of Departmental Report

Departmental Mentor-Mentee Report Format:

- **Department Name**: [Department]

- **Week**: [Date Range]

- **Name of Mentor**: [Name]

- **Number of Mentees**: [Total Mentees]

Meeting Summary: (Include key points discussed in the mentor-mentee meetings)
Meeting Date: [Date]

Key Discussion Points: [Summary]

Action Items: [List of Actions]

Feedback Summary: (Include any feedback from mentees)

Suggestions for Improvement: (Include suggestions from mentors and mentees)

5. Format of Consolidated Report

University-Level Consolidated Mentor-Mentee Report Format:

- **University Name**: ITM University, Gwalior

- **Week**: [Date Range]

- **Total Departments**: [Total Departments]

- **Overall Number of Mentors**: [Total Mentors]

- **Overall Number of Mentees**: [Total Mentees]

- Summary of Departmental Reports:

- Department 1: Number of Mentors: [Total Mentors]

- Number of Mentees: [Total Mentees]

- Key Points: [Summary]

- Issues: [List of Issues]

- Department 2: Number of Mentors: [Total Mentors]

- Number of Mentees: [Total Mentees]

- Key Points: [Summary]

- Issues: [List of Issues]

- (Repeat for all departments)
- **University-Level Issues**: (Summarize issues across all departments)
- **Action Taken**: (Detail the actions taken on previously reported issues)
- **Recommendations**: (Provide recommendations for improving the mentorship program)

6. Rubrics for Examining Effectiveness

Effectiveness of Mentors:

- **Support and Guidance**: Quality and relevance of the guidance provided.

- **Responsiveness**: Timeliness in addressing mentees' concerns.

- **Goal Achievement**: Progress of mentees towards their set goals.

- **Feedback from Mentees**: Satisfaction level of mentees.

Effectiveness of Coordinator:

- **Organization**: Efficiency in organizing meetings and documentation.

- **Issue Resolution**: Effectiveness in appraising and resolving issues.

- **Communication**: Timeliness and clarity in communication with mentors, mentees, and authorities.

- **Reporting**: Accuracy and comprehensiveness of weekly reports.

- **Feedback**: Satisfaction level of mentors and mentees with the coordination.

7. Goals

- **Short-Term Goals**:
  - Ensure 100% participation in weekly meetings.
  - Address and resolve 90% of issues raised within the same week.
  - Achieve an 80% satisfaction rate from mentees by the end of the semester.

- **Long-Term Goals**:
  - Improve mentee academic performance and personal development.
  - Establish a sustainable mentorship culture within the university.
  - Regularly update and improve the mentorship program based on feedback and performance data.

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