DEPARTMENT OF COMPUTER SCIENCE AND APPLICATION

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MENTOR-MENTEE HANDBOOK

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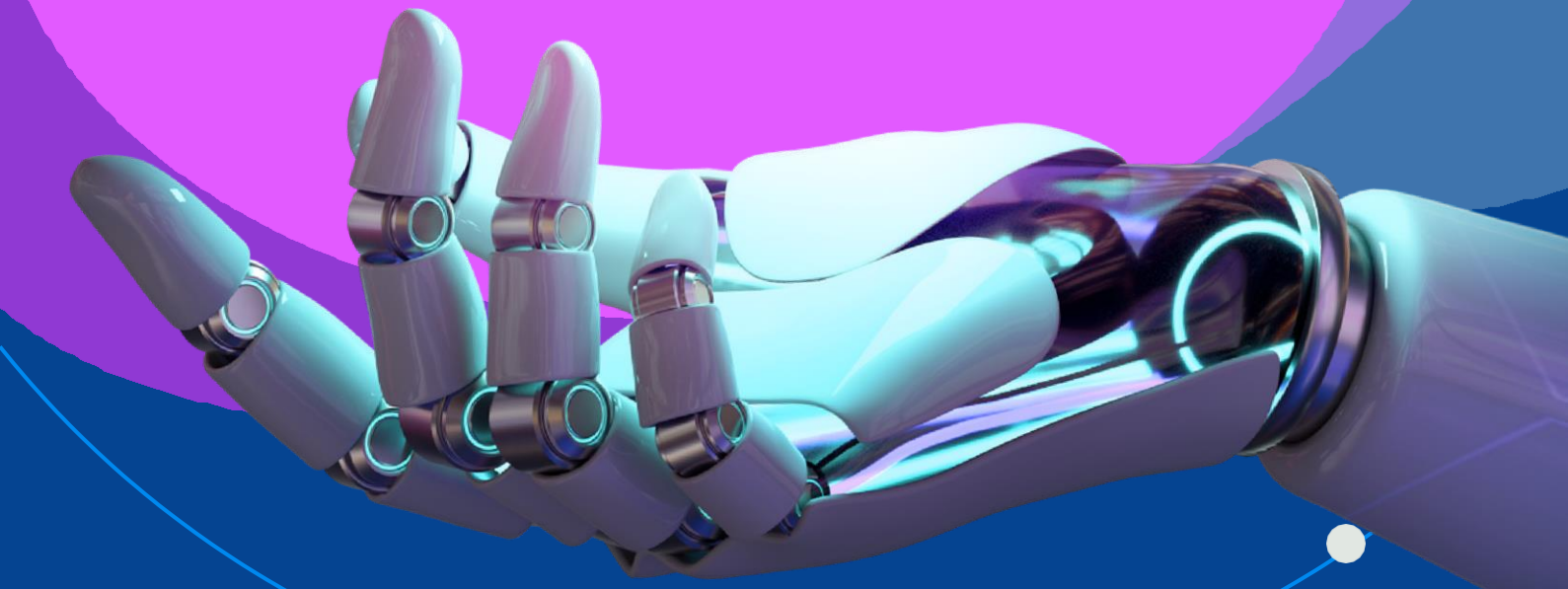

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Mentor-Mentee Concept

We want every single one of our students to reach and exceed their own goals as well as the goals set by those who educate and look after them. We have high expectations for each and every one of them. This policy seeks to specify the tactics used to guarantee exceptional standards of mentorship and direction. The definition of student mentoring at Department of Computer Science and Application, Atal Bihari Vajpayee Vishwavidyalaya, Bilaspur is a long-term, one-to-one interaction between a student and the mentor. A mentor acts as a positive role model for a student by offering them regular encouragement, direction, and assistance in real life. Some students taking part in the mentorship program might be going through an adverse situation in their lives, something that requires extra assistance, or they might just be going through a tough scenario 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. Department of Computer Science and Application, Atal Bihari Vajpayee Vishwavidyalaya will ensure that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

Objective

The objectives of a mentor-mentee relationship in a university setting are to provide guidance, support, and growth opportunities for the mentee while fostering professional development and personal fulfillment for the mentor. These objectives are essential for a successful mentorship program and may include:

- To support the mentee in achieving their academic goals by offering guidance on course selection, study strategies, and time management.
- To assist the mentee in exploring and clarifying their career goals, providing insights into potential career paths, and helping them make informed decisions about their future.
- To facilitate the personal development of the mentee by helping them build self-confidence, develop critical thinking skills, and gain a deeper understanding of themselves and their values
- To introduce the mentee to professional networks and connections that can enhance their career prospects and broaden their horizons.
- To help the mentee acquire and improve relevant skills, both academic and soft skills, that are essential for their chosen field. To guide the mentee in navigating challenges, making informed decisions, and developing problem-solving skills that are valuable in both academic and professional settings.
- To foster effective communication skills, helping the mentee articulate their thoughts and ideas more clearly, both in written and oral forms.
- To provide constructive feedback and evaluation of the mentee's work, enabling them to learn

from their experiences and improve their performance.

- To be a source of emotional support, motivation, and encouragement for the mentee, especially during challenging times.
- To model and instill ethical and professional behavior in the mentee, setting an example of how to navigate the academic and professional world with integrity.

Responsibilities of the mentor

In a mentor-mentee program at a university, mentors have several important responsibilities to guide and support their mentees effectively. These responsibilities may include:

- Active Listening: Listen actively to your mentee's concerns, questions, and challenges. Encourage them to express themselves and be empathetic to their needs.
- Establishing Clear Goals: Work with the mentee to set clear, achievable goals for the mentoring relationship. These goals can be academic, personal, or professional in nature.
- Feedback and Constructive Criticism: Offer constructive feedback on assignments, projects, or other aspects of the mentee's academic and personal growth. Help them identify areas for improvement and suggest ways to make progress.
- Resource Sharing: Share relevant resources, such as books, articles, websites, or connections to other individuals who can assist in the mentee's development.
- Time Management and Organization: Assist the mentee in developing time management and organizational skills, which are crucial for success in university.
- Motivation and Encouragement: Provide emotional support and motivation when the mentee faces challenges or doubts. Encourage them to persevere and stay focused on their goals.
- Problem-Solving: Collaborate with the mentee to find solutions to academic or personal problems they encounter during their university journey.
- Self-Reflection: Encourage the mentee to engage in self-reflection and self-assessment to better understand their strengths and areas for growth.
- Maintaining Confidentiality: Respect the confidentiality of the mentor-mentee relationship and any personal or academic information shared.
- Regular Check-Ins: Schedule regular meetings to track progress, discuss goals, and address any issues or concerns.
- Flexibility: Be adaptable to the evolving needs and goals of the mentee as they progress through their university experience.

Activities conducted by mentor

Mentors can engage in a variety of activities to support their mentees in a mentor-mentee relationship. Here are some activities mentors can undertake:

- Regular Meetings: Schedule regular one-on-one meetings to discuss progress, challenges, and goals. These meetings can be in person or conducted virtually.
- Goal Setting: Work with the mentee to set clear, achievable goals for their academic and personal development.
- Academic Guidance: Assist with course selection, study strategies, and time management to help the mentee succeed academically.
- Resume and Career Development: Review and provide feedback on the mentee's resume, cover letters, and job applications. Share insights into career paths and job market trends.
- Mock Interviews: Conduct practice interviews to help the mentee develop their interview skills and build confidence.
- Shadowing Opportunities: Arrange for the mentee to shadow you or other professionals is

your field to gain real-world insights.

- Project Collaboration: Collaborate on research projects, presentations, or other academic or professional tasks.
- Feedback Sessions: Provide constructive feedback on the mentee's work, offering insights on how to improve and grow.
- Reading and Resource Sharing: Suggest relevant books, articles, and online resources to support the mentee's learning and development.
- Skill Development: Identify areas where the mentee can improve their skills and provide guidance or recommend courses and resources to help them do so.
- Conflict Resolution: Assist the mentee in resolving conflicts or addressing challenges they may face in their academic or personal life.
- Mentorship Workshops: Organize or participate in workshops on mentorship-related topics to enhance the mentee's understanding of the mentor-mentee relationship.
- Professional Etiquette: Share insights on professional etiquette, workplace norms, and communication skills.
- Self-Assessment: Encourage the mentee to engage in self-assessment and reflection to better understand their strengths and areas for growth.
- Job Search Strategies: Provide guidance on job search strategies, including job boards, career fairs, and networking opportunities.
- Personal Development Planning: Collaborate on personal development plans to help the mentee achieve their long-term aspirations.
- Emergency Support: Be available to provide support in urgent situations, such as academic crises or personal difficulties.

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

Characteristics of a good student mentor

- A good student mentor is someone who engages in a positive relationship with the student and gives them attention. The mentor needs to have positive self-esteem, react well to stressful situations and tolerate frustrating situations. They need to listen well and communicate on a level that the student can understand and not be judgmental.
- The mentor needs to provide leadership and guidance and be a positive role model, nurturing a relationship that respects the student's dignity.
- The mentor must always show up on time for sessions, be committed and accept their responsibilities.
- A good mentor will reinforce the student's successes and challenge them to do better and be willing to give them a fresh start if there are any lapses.