



# **Kanya Mahavidyalaya Kharkhoda (Sonipat) Haryana**



## **Mentor-Mentee Handbook**

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### **Mission**

The mission of the mentoring programme of Kanya Mahavidyalaya Kharkhoda is to inspire, grow and engage the mentees in a supportive environment while providing opportunities for learning experiences, professional growth, skill development and to gain peer recognition in the college and community by them.

### **Objectives**

- To give individual learning reviews and target setting
- To provide career guidance
- To give further & higher education guidance
- Exposure to community involvement opportunities

### **Responsibilities of a Mentor**

- Share experiences and resources with mentee
- Encourage exploration and growth.
- Keep contact details of students and parents.
- Maintain Mentor Mentee Record.
- To arrange student counselling from time to time when needed.
- Maintain data of students' achievements.
- Organize Parents Meet

### **Schedule**

On every Saturday Mentor Mentee Meeting is conducted.

**Ratio:** 1:27

### **Responsibilities of a Mentee**

- Be ready, willing and able to devote time and energy.
- Seek new learning and commit to take actions.
- Invest time to utilize resources suggested by Mentor and implement strategies.
- Fulfill commitment to Mentor.
- Complete documentation process.

### **Benefits of Students Mentoring Programme**

- Students benefit by receiving the support and guidance of a caring adult or supportive peer receivers assistance in their academic studies.

- Students experience greater self esteem and motivation.
- Mentored students learn to stay away from evil habits.
- Receive encouragement to stay in education and progress to further higher education.
- Grievances of the students (Personal as well as Psychological) are resolved within a stipulated time (2 to 4 days).
- Students get a moral support.

### **Benefits to Peer Mentors**

- Having a Student Mentoring Scheme helps to foster good community relations.
- Mentoring will maximize the achievements of individual students.
- Mentoring enhances the hidden skill of students besides academic growth.
- Mentoring improves attendance and increase student retention.
- Moral and Ethical values are inculcated.