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## MENTOR-MENTEE MECHANISM

### 1. Introduction

The **Mentor–Mentee Mechanism** at **M.D.N. College of Education, Kalayat** is a structured and systematic institutional practice aimed at strengthening the teaching–learning process and ensuring holistic student support. The mechanism establishes a continuous and meaningful academic relationship between faculty members and students to enhance learning outcomes, emotional well-being, and professional development. In teacher education, mentoring plays a crucial role in nurturing reflective, responsible, and value-oriented future educators. The mentor–mentee relationship supports **student-centric learning (NAAC Criterion 2)** and **student welfare and progression (NAAC Criterion 5)** by providing personalized guidance, timely intervention, and sustained academic and emotional support.

### 2. Vision of the Mentor–Mentee System

To create a supportive, inclusive, and empathetic academic environment where every student receives personalized attention, academic mentoring, and emotional guidance to realize their full potential academically, socially, and professionally.

### 3. Objectives

The Mentor–Mentee system seeks to achieve the following objectives:

1. To provide **personalized academic mentoring** and enhance student learning outcomes.
2. To foster a sense of **belongingness, confidence, and emotional security** among students.
3. To monitor and improve **academic performance, attendance, and behavioral conduct**.
4. To identify **slow learners and students with special needs** and provide remedial support.
5. To guide students in **career planning, personality development, and professional ethics**.
6. To inculcate values of **discipline, empathy, punctuality, and social responsibility**.
7. To strengthen the **teacher–student–parent communication channel**.

Principal  
M.D.N. College of Edu.  
KALAYAT (Kaithal)



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## 4. Structure of the Mentor–Mentee Mechanism

### A. Institutional Level

- A **Mentor–Mentee Committee** is constituted every academic session under the supervision of the Principal.
- The committee comprises a **Coordinator and faculty mentors**.
- The committee designs the mentoring plan, allocates mentees, monitors implementation, and evaluates outcomes.

### B. Departmental Level

- One faculty member acts as a mentor for a group of **not more than twenty (20) students**.
- Mentees are distributed in a balanced manner ensuring **equitable workload and quality mentoring**.
- Each mentor continues with the same group throughout the academic session for consistency.
- The mentor–mentee list is prepared and approved by the Mentorship Committee.

## 5. Roles and Responsibilities

### A. Mentor

1. To maintain an updated **Mentor File** containing academic, personal, attendance, and progress details.
2. To conduct **regular individual and group mentoring sessions**.
3. To identify weak learners and provide **remedial or tutorial support**.
4. To counsel students facing emotional, personal, or adjustment issues.
5. To motivate students for participation in **seminars, workshops, competitions, and extension activities**.
6. To guide students regarding **career opportunities, higher studies, and competitive examinations**.
7. To maintain confidentiality and build a **trust-based mentor–mentee relationship**.
8. To report serious concerns to the Mentorship Committee or Principal.

### B. Mentee

1. To attend mentoring sessions regularly and maintain contact with the mentor.
2. To share academic and personal concerns honestly.
3. To actively seek guidance for academic improvement and career planning.
4. To maintain discipline, punctuality, and respectful conduct.
5. To implement the guidance and suggestions provided by the mentor.



Ref No. ....

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## 6. Implementation Process

### 1. Allotment:

At the beginning of each academic session, each mentor is assigned **not more than twenty (20) mentees**.

### 2. Orientation:

An orientation programme is conducted to familiarize students with the mentoring system.

### 3. Interaction Schedule:

- Individual meetings: At least once every month
- Group meetings: At least once every month
- Special counseling sessions: As and when required

## 7. Documentation and Record Maintenance

- Each mentor maintains a **Mentorship File** with attendance, meeting records, counseling notes, and progress reports.
- The Mentorship Committee reviews records periodically.
- A **summary mentoring report** is submitted to the Principal at the end of the academic session.

## 8. Expected Outcomes

- Improved student-teacher relationship.
- Enhanced academic performance and learner engagement.
- Early identification and resolution of academic and personal issues.
- Improved emotional and psychological well-being.
- Increased participation in curricular and co-curricular activities.
- Better discipline, attendance, and retention rate.
- Development of confident, responsible, and empathetic future teachers.

## 9. Monitoring and Evaluation

- **Mentorship Committee:** Periodic review meetings and reports.
- **Principal:** Overall supervision and approval of mentoring outcomes.
- **Student Feedback:** Anonymous feedback to assess mentor effectiveness.
- **Corrective Measures:** Training or corrective steps taken based on feedback.



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## 10. Conclusion

The Mentor–Mentee Mechanism at **M.D.N. College of Education, Kalayat** strengthens student-centric learning and student support systems as envisaged under **NAAC Criterion 2 and Criterion 5**. The mechanism ensures academic excellence, emotional stability, ethical development, and career readiness among student-teachers.

