



TELANGANA TRIBAL WELFARE RESIDENTIAL DEGREE COLLEGE FORWOMEN,  
SURYAPET - 505213

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PRINCIPAL: S. SUNEELA

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## MENTOR MENTEE POLICY

### **Vision:**

The vision of mentoring the students is that mentored build knowledge, confidence, character, and skills to lead college successfully.

### **Mission:**

The mission of mentoring is the development of a positive relationship in which mentors empower mentees with frequent dyadic reflective dialogues so that the mentees can reach their full potential as leaders.

### **Objectives:**

- To identify specific needs of the student Community– academic, personal, career related and provide mentoring and counselling.
- Improvement of teacher-student relationship
- Assisting students to independently monitor their progress toward achieving their educational and career goals
- To monitor the students regularity & discipline
- Counselling students for solving their problems and provide confidence to improve their quality of life.

### **Duties/ Responsibilities of Mentor:**

1. Introduction of group and discussion of the mentor – mentee system.
2. Call of meeting and record of details in the form about goal setting & action planning, SWOC analysis and mentoring session.
3. Keep a track record of attendance and academic performance and behavioral aspect.
4. Support to the student academically and emotionally.
5. Contact to parents and to inform them about the progress of their ward.
6. Arrange remedial teaching, if necessary.
7. Advance learners to participate in various clubs, committees and skill development programs.
8. Identify the strengths and weakness of the students and motivate them to achieve the goals.
9. Mentor should give psychosocial support to the mentees.
10. Mentor should create WhatsApp group of her allotted students for communication.
11. Mentor should check the attendance of mentees, if anybody's attendance is below the requirement then, she should find out the problem and take necessary actions to reform and the same should be communicated to the parents and HOD.
12. Mentor should identify mentee talents( sports, cultural, coding, innovation, interest) of their students and encourage them to organize and participate in the events.

### **Duties/ Responsibilities of Mentee:**

1. Attend meeting regularly.
2. Fill the personal information in the form.
3. Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to mentor
4. Seek advice from mentor whenever required.
5. Update mentees data sheet regularly.

## **FUNCTIONS:**

The Mentorship Committee is responsible for selection of Mentors as well as providing guidelines on the role of mentors. The data base of Mentors will be maintained by the principal. Academic Section and the allotment of Mentees to Mentors will be co-ordinated by them. The Committee will look after Mentor – Mentee interaction and these interactions can be conducted at a venue and time decided by each mentor as per her convenience. Mentorship records are to be maintained by each mentor and HOD's will ensure that all mentors should carry out their task with dedicated time and should take their feedback. The mentees will get assistance by the mentors for academic needs, psychological support or advice with personal exigencies. The mentors should be able to motivate the mentees to be involved in professional or academic activities for the benefits of the mentees. It is accepted that this altruistic venture with robust administrative support will help guide the young ignited minds in their eternal quest for academic excellence.

Incharge:-

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B. Kalyani  
DL in Zoology



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