

MIT Art, Design & Technology University
School of Computing

MENTOR-MENTEE PROGRAMME

"Mentorship: The path to professional development"

w. e. f. A. Y. 2022 - 2023

Standard Operating Procedure

❖ Objectives:

The objective of mentoring is to help the mentee achieve their full potential by providing them with the guidance, support, and tools needed to succeed in their personal and professional life.

- ❖ **Enhance personal and professional development:** The mentor helps the mentee identify their strengths and weaknesses, set achievable goals, and develop the skills and knowledge needed to reach their full potential.
- ❖ **Provide guidance and support:** The mentor acts as a sounding board, offering advice and support to help the mentee navigate challenges and overcome obstacles.
- ❖ **Foster growth and learning:** The mentee gains new insights and experiences through the mentoring relationship, helping them expand their knowledge and develop new skills.
- ❖ **Build confidence and self-esteem:** With a mentor, the mentee gains a sense of validation and support, which can help them build confidence and self-esteem.
- ❖ **Enhance career prospects:** The mentee can gain valuable insights into their field of study or career path, as well as make important connections that can help them advance their career.
- ❖ **Promote diversity and inclusiveness:** Mentoring can help to bridge gaps in access to opportunities, and provide underrepresented groups with the support and guidance needed to succeed.

❖ Purpose :

Mentoring is a supportive and developmental relationship between two individuals, where the mentor imparts their knowledge, skills, and experiences to help the mentee grow and succeed. The goal of mentoring is to enhance the mentee's personal and professional development, and to provide them necessary guidance needed to reach their full potential.

In a student mentoring relationship, the mentor is often an experienced professional or academic in the field of study or career path of the mentee. The mentor provides support, feedback, and encouragement to help the mentee achieve their goals and overcome challenges. The relationship is usually formal or semi-formal, with regular meetings and discussions taking place between the mentor and mentee.

Mentoring can have a profound impact on the mentee, and can help them gain valuable insights and experiences that would not have been possible without the guidance and support of the mentor. By participating in a mentoring relationship, the mentee can build confidence, develop new skills, expand their network, and achieve greater success in their personal and professional life.

The mentor helps the mentee navigate educational or career challenges, develop new skills, and set and achieve personal and professional goals. The relationship between a mentor and mentee is usually one of mutual trust, respect, and open communication.

Core characteristics define the nature of the mentoring relationship, and provide the foundation for a successful and productive mentoring experience.

1. **Mutual Trust and Respect:** A mentoring relationship is built on mutual trust and respect, with the mentor and mentee engaging in open and honest communication.
2. **Goal-Oriented:** Mentoring is goal-oriented, with both the mentor and mentee working together to achieve specific objectives.



3. **Active Listening:** Mentors are active listeners who pay attention to the mentee's needs, and help them clarify their thoughts and goals.
4. **Confidentiality:** Mentoring relationships are characterized by a high level of confidentiality, with the mentor and mentee agreeing to keep discussions and information shared during their meetings private.
5. **Support and Encouragement:** Mentors provide support and encouragement to help the mentee overcome challenges and achieve their goals.
6. **Tailored to Individual Needs:** Mentoring is tailored to meet the unique needs and goals of the mentee, with the mentor offering guidance and support that is specific to the mentee's individual situation.
7. **Developmental:** Mentoring is a developmental process, with the mentor and mentee working together to enhance the mentee's skills, knowledge, and personal growth over time.
8. **Mutual Benefit:** Mentoring is a two-way process, with both the mentor and mentee benefitting from the relationship. The mentor gains the satisfaction of helping another person, while the mentee benefits from the guidance, support, and knowledge of the mentor.

Mentoring hours are defined in terms of need of the mentee nevertheless it is essential to have at least 3 mentor meetings per semester. The frequency and duration of mentor-mentee meetings are flexible, and can be tailored to meet the specific needs and goals of the mentoring relationship. The key is to ensure that both mentor-mentee are committed to regular communication, and that the meetings are structured and productive, with clear objectives and outcomes.



❖ **Action Plan and Functionality :**

Sr. No.	Activity	Week of the Semester
1	Database Authorization and validation of students And Student List Finalization(Roll call)	Before beginning of the semester
2	Mentor-Mentee List Finalization and allocation of mentee	1 st week
3	Activity centric First Mentor Meeting	3 rd week
4	First Meeting Report (Upload on a shared space by Mentor)	5 th week
5	Action Taken for First Mentor Meeting	6 th week
6	First Mentor Meeting – Audit Critical case discussion with HoDs	7 th week
7	Second Mentor Meeting	9 th week
8	Second Meeting Report	10 th week
9	Action Taken for Second Mentor Meeting	11 th week
10	Second Mentor Meeting – Audit Critical case discussion with HoDs	12 th week
11	Third Mentor Meeting	13 th week
12	Action Taken for Third Meeting Report	14 th week
13	Third Meeting Critical case discussion with HoDs	15 th week
14	Collective Report of Mentoring for the Semester	16 th week



Process for Mentor-Mentee List Finalization and allocation of mentee :

Majorly considering experience level, area of expertise, personal interests of mentees and mentors allocation has been done. For each mentor a batch of 20 students has been allocated and it will be forever for the students till their graduation.

Mentoring Thrust Areas:

The mentoring thrust areas evolve as the student progresses from his first year to last year of the programme

Student Year in SOC (UG)	Mentoring Thrust Areas
First Year	<ul style="list-style-type: none">• Emotional Support• Acclimatization and understanding of Ordinances• Choosing the multi disciplinary, choice based subjects• Examination system /Assessment scheme
Second Year	<ul style="list-style-type: none">• Guidance towards Specialization• Career maps• Role Models in different fields• Projects• Helping-hand for slow learners
Third Year	<ul style="list-style-type: none">• Technical guidance• Giving right directions• Pre-placement readiness• Innovation. And entrepreneurship support• Global certifications
Final year	<ul style="list-style-type: none">• Placement Counselling.• Industry etiquettes• Directions towards Higher educations

Student Year in SOC (PG)	Mentoring Thrust Areas
First Year	<ul style="list-style-type: none">• Emotional Support• Acclimatization and understanding of the ordinances• Choosing the multi disciplinary, choice based subjects• Examination system /Assessment scheme• Guidance towards Specialization• Career maps
Last Year	<ul style="list-style-type: none">• Technical guidance and generation of IP• Placement Counselling.• Industry etiquettes• Directions towards Higher education/ research profile



MIT School of Computing

Department of Computer Science and Engineering
Mentor-Mentee Meeting Report



Meeting No.

Date:

Name of Mentor:

Class:

Number of students allocated :

Number of students Present:

Number of Students Absent:

Sr. No.	Roll Number	Name of Student	Topic of Discussion	Issues or Suggestions
1				
2				

Name of Mentor

Class Teacher

Prof. Dr. Ganesh Pathak

Prof. Dr. Shraddha Phansalkar

Head-(IS)

Head-(CS)

MIT School of Engineering

MIT School of Engineering



❖ **Mentoring KPIs:**



❖ **KPIS for a good mentor :**

It requires building a strong, positive relationship based on mutual respect and understanding.

1. **by Showing genuine interest:** Students are more likely to trust someone who demonstrates a genuine interest in their growth and success. We can ask questions about their interests, hobbies and goals
2. **Active Listening :** Mentor can be active listener. Listen actively and provide positive, constructive feedback
3. **Be reliable:** Consistently following through on commitments and being dependable is key to building trust with students. Assign tasks to them so that they feel responsible and they will respond for each activity. Keen involvement will be at higher side from both mentor and mentee.
4. **Be flexible and adaptable:** Be open to different perspectives and ways of learning, and be willing to make adjustments to accommodate the needs and goals of your students.
5. **Demonstrate empathy, honesty, and a positive attitude.**
6. **Be supportive:** Support your students through challenges and setbacks, and celebrate their successes. By providing a safe and supportive environment



7. **Respect boundaries:** Respect the personal boundaries and confidentiality of your students, and work to create an environment where they feel comfortable and safe

Mentor can work to build strong, positive relationships with your mentees based on mutual trust and respect.

❖ **Mentoring Guidelines :**

mentoring relationship can provide numerous benefits and support for personal and professional growth and development.

- **We will be able to identify the slow and weak learners with respect to various entities like TA marks, practical assessment and counsel them accordingly.**
- Able to help mentees to better understand their strengths, weaknesses, and areas for improvement, and to develop strategies to achieve their goals (SWOC).
- Able to advance their careers by providing access to resources, connections, and opportunities
- Able to provide supportive and empowering environment where mentees can receive guidance and feedback on their work and personal goals.
- Able to develop abilities to learn from others (Team spirit importance)
- Able to develop new skills, knowledge by promoting or motivating mentees for different domain specialized certifications.
- Able to grow with professional network
- Able to Improved communication and leadership skills

Mentoring with respect to TY Specialization & LY Students:

In the third year specialization wise students are available, accordingly right mentoring towards getting proper selection of projects, internships, placement preparation etc. points can be considered.

❖ **Mentoring Outcomes with respect to Vision and Mission :**

Mentoring has been linked to variety of outcomes including improved intimacy, communication and trust between youth and parents.

1. **Improved Personal and Professional Development:** Mentees are expected to develop new skills, expand their knowledge, and gain a better understanding of their personal and professional strengths and weaknesses.
2. **Enhanced Career Prospects through academic excellence:** Mentees can gain valuable insights into their field of study or career path, and make important connections that can help them advance their careers.
3. **Increased in Confidence and Self-Esteem:** Through the mentoring relationship, mentees are expected to build their confidence and self-esteem, and gain a greater sense of validation and support.

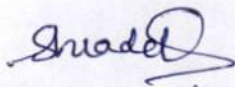


4. **Life-long learning approach** through research and innovation through curricular and extracurricular activities. Also Mentors can provide mentees with opportunities to participate in research projects, to explore new technologies and techniques, and to apply their skills and knowledge in real-world settings.
5. **Encouraging Curiosity and Exploration:** Mentors can encourage mentees to pursue their interests, explore new ideas, and develop their knowledge and skills through research and innovation.
6. **Improved Problem-Solving Skills:** Mentees are expected to develop their problem-solving skills through the guidance and support of the mentor, and to learn new ways of approaching and overcoming challenges.
7. **Holistic approach :** The holistic approach to mentoring emphasizes the importance of considering the mentee's overall well-being ,balance of life and development, and provides a comprehensive framework for addressing the mentee's needs, goals, and aspirations.
8. **Enhanced Network:** Mentees are expected to expand their professional network, and to make valuable connections that can help them succeed in their personal and professional life.



Dr.Suvarna Pawar
Student Mentoring Coordinator(SoC)

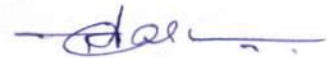
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Honesty, Pure

