



**SaIRc**  
IIT BOMBAY



# Alumni Student Mentorship Program

We are your friends with a little more experience!

*Mentee Brochure*



## About Us

**Student Alumni Relations Cell**, SARC is a voluntary organization run by the students of IIT Bombay committed towards the enhancement of relationship between students and alumni of IIT Bombay. Over the past few years, SARC has launched many initiatives which provided a common platform for interaction between students and alumni.

With the aim of **mending** the broken link between students and alumni, SARC launched **Alumni Student Mentorship Program (ASMP)** in January 2010. ASMP believes that a close and continuous connection with an alumnus will help in the overall development of the students who choose to participate in the program.

*Mentoring is a  
brain to pick,  
an ear to  
listen, and a  
push in the  
right direction*

## Dean's Message

The worth of any institute in the outside world is defined by the quality and accomplishments of its alumni. IIT Bombay recognizes this fact and makes every possible effort to maintain an active engagement with its alumni. The engagement with the alumni also provides current students with the opportunity to learn from their experiences besides “soaking” in their accomplishments. One such program which helps improve this bonding is the Alumni Student Mentorship Program. Through this program, today's students get a wonderful opportunity to interact with the alumni through the means of mentorship and hence get a chance to learn a lot from our esteemed alumni.

ASMP is currently in its 4th year and I would like to take this opportunity to extend my sincere thanks to all the alumni and students who have been associated with this program over the years. It is the enthusiasm of the alumni and the students which has kept the program going and has helped it grow over the years.

Similarly, I would like to thank the student community whose active participation in the program makes it a worthwhile experience, helping to establish relations that form an integral part of IITB.

I hope to see even more enthusiasm, which has been shown by both the alumni and the students, in ASMP in the time to come.

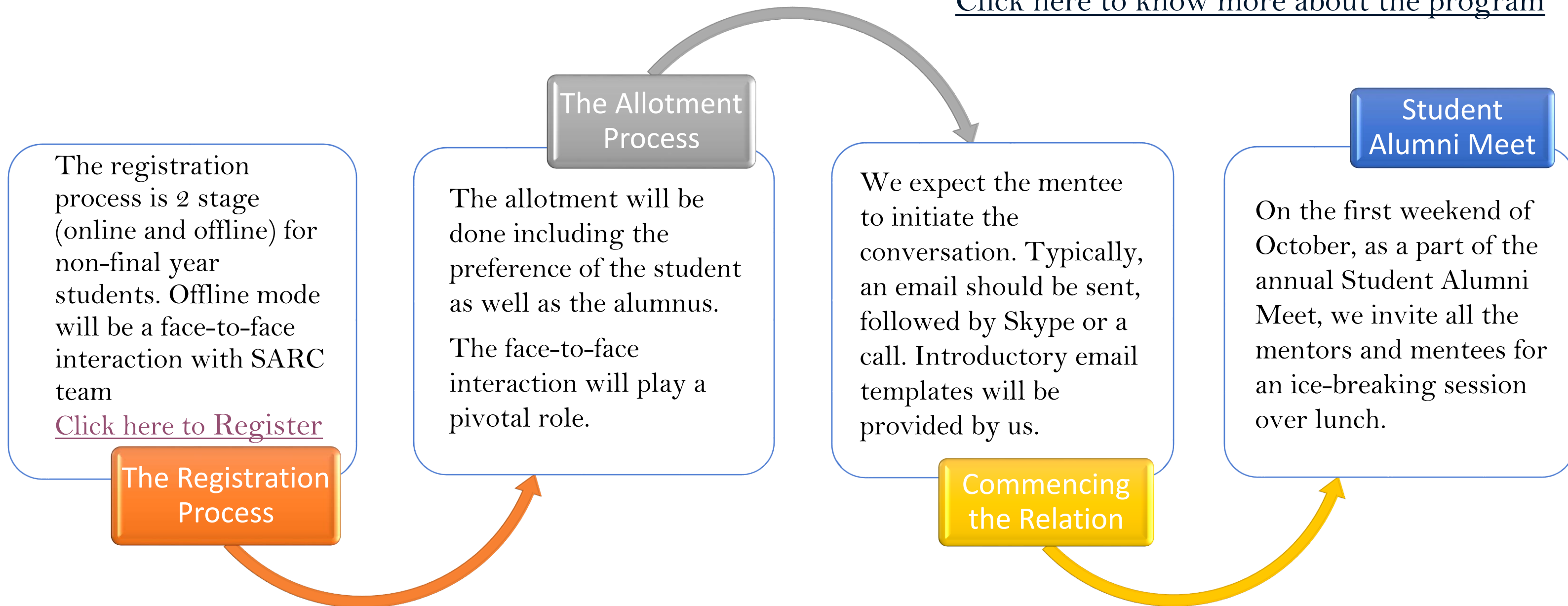
Prof. Ravi Sinha  
Dean, Alumni & Corporate Relations



# Program Overview

SARC invites all students to be a part of the Alumni Student Mentorship Program. The Program is conducted in three phases, in accordance with the Academic Calendar-Autumn Phase, Spring Phase and the third phase being 'Mentor@Intern'.

[Click here to know more about the program](#)



## Introductory Email Template

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Dear \_\_\_\_\_ .

My name is \_\_\_\_\_, and I received your name from the Alumni Student Mentorship Program. Thank you for accepting me as your mentee. A roommate of mine participated in the program, and she recommended that I apply because her mentor helped her explore career goals.

Introduction: Who are you? How did you hear of the program? Make sure to thank them!

I am a 4<sup>th</sup> year Dual Degree Mechanical Engineering student. Outside of classes I volunteer with NSS. I love playing the guitar. I am also very involved in institute bodies like Mood Indigo, Techfest primarily helping with the marketing and communications.

Share your background: year, branch, clubs, activities, internships, and interests.

I am interested in learning about the rewards and challenges of working at a startup, and how I can best prepare while at IITB, to work in this environment after graduation.

Share what you hope to gain from the mentoring experience!

The ASMP staff suggested that the first step is for us to talk over the phone, via Skype or in person and go over the questions on the Goal Setting form. I look forward to hearing from you to arrange a time to talk.

In closing, ask to set up a time to talk, and mention the Goal Setting form.  
Do thank them again!

Thank you again for agreeing to be my mentor. I look forward to hearing from you.

Sincerely,

Your Name.



# Goal Setting

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Our plans miscarry  
because they have  
no aim. When a  
man does not know  
what harbor he is  
making for, no wind  
is the right wind.

Establishing goals early on and determining which of them a mentor may be able to assist with provides focus for the mentoring relationship and a means by which to track its success

As part of this effort we try to get an idea from the mentee regarding what he expects to gain from his mentor through this mentorship program and convey the same to the mentor. After this is done the mentor and mentee decide 3 goals on which both of them work together.

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Critiquing mentee's resume/portfolio/CV

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Developing interviewing or informational interviews skills

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Discussion of academia vs. industry

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Guidance on how to seek a job or internship in the field

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Personal experiences of the mentor

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Discussion of mentor's resume/CV

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Guidance on developing necessary organizational skills

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## Rules and Policies

The allotment will be done on the basis of students as well as mentor's preference. Once done, it will be really difficult for us to change the mentor(s) during this phase. A phase lasts for one semester. You can register and have a different mentor in next phase.

We do not encourage mentees asking the mentor for internships unless the mentor himself/herself displays willingness to use his/her networks to give the mentee an internship.

We value our alumni relations a lot. Actions such as unresponsiveness, discontinuing the relationship severely jeopardize alumni relations. Such activities will not be accepted.

If the mentees are facing any difficulties in contacting their mentees please inform us. Immediate action will be taken in these cases.

# Frequently Asked Questions

## How much time a mentee has to devote in this program?

Initial conversations will be through mails and phones only. And it's expected that the mentee should meet their mentors at least once, if possible. We'll arrange for the meeting in campus, but you can meet outside the campus as well, as per your convenience. For outstation mentors mentees should converse through Skype.

## How long should I expect to remain in this program?

The official time for the program is one semester. However this doesn't mean that mentoring relationship is supposed to end. You can continue the relationship on an informal basis.

## Who is supposed to start the conversation?

After we have introduced a student to his/her mentor on mail, the student is expected to initiate the conversation. The interaction between the mentor-mentee pair is expected to be informal in nature. .

## Can I change my mentor?

Since a mentor is allotted to you after taking your preferences into consideration, it would be difficult to change your mentee. But, you can register again in the next phase to get a new mentor .All other situations will be handled on a case-to-case basis.

## What if there is a problem with my mentoring relationship?

If you are experiencing any problems in your relationship or have any questions, please notify the ASMP team so we can help you. Here are the contact details. We want you to have a satisfying experience, and often we can intervene and work towards possible solutions that will improve the relationship.



# The Team



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A  
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Tuhina Ghanty  
+91-9869610095  
tuhinaghanty93@gmail.com

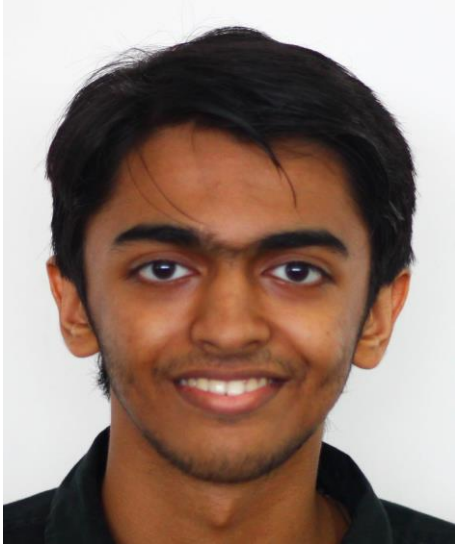


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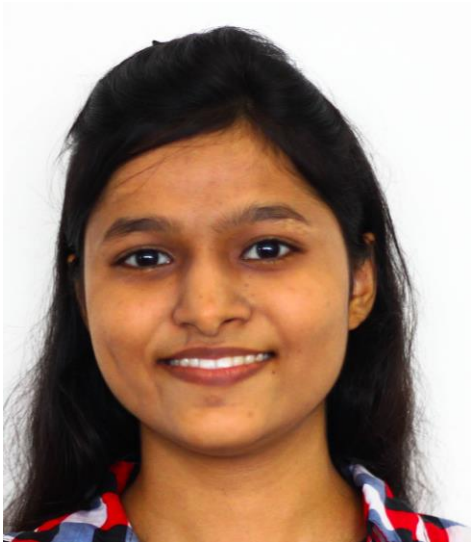
Rohit Wakode  
+91-9004769371  
rohitnwakode@gmail.com



Aman Chaudhary  
+91-9769501715  
amanchaudhary257@gmail.com



Vineet Maliekkal  
+91-9930400186  
vineetmaliekkal@gmail.com



Ashu Bapna  
+91-9920226704  
ashubapna10@gmail.com



Pritish Gupta  
+91-9167469055  
pritishg18@gmail.com



Neilabh Gupta  
+91-9769470501  
neilabhgupta@gmail.com



Yashwanth Sandupatla  
+91-7738547537  
yashwanths.iitb@gmail.com

# Testimonials

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“Having worked with mentorship programs at various MNCs and the like, I was very impressed by the effort put in by the students in setting up a mentorship program for their fellow students”

**-Sachin Chavan**  
**Career and Business Coach**

“I have developed a really good relationship with my mentee that should be a great learning experience for both, the student and myself as a mentor”

**- Hemant Sawant**  
**General Manager, UHDE**

For more Information, contact us at [sarc@iitb.ac.in](mailto:sarc@iitb.ac.in) or please visit-

SARC website: <http://www.sarc-iitb.org/>

ASMP Website: <http://asmp.sarc-iitb.org/>