

Office of the Principal

Sant Shiromani Guru Ravidas Government College Sargaon, Dist-Mungeli (C.G.)

NAAC Accredited B+ Grade (CGPA-2.68)

(College Code-2904) www.ssgrgcsargaon.ac.in email- ssrgovtcollegesargaon@gmail.com

Sargaon, Date 01.07.2023

Mentor Mentee Program (MMP)

Mentoring is a unique method of supporting students to improve their learning and leadership skills, motivating them towards their future career development. With this in mind, the college has a mentor mentee program wherein the faculty members are given training on mentor system and meet the students on day-to-day basis to listen to their issues and guide them on their overall personality development.

The teachers of the college are appointed as mentors of students by the Principal and the students are the mentees of the Mentors. The Mentor Mentee Program is a program within the students community of SSGR Govt. College, Sargaon under the guidance of the principal and faculty coordinators with the following primary objectives of enabling constructive interaction, guidance and mentorship of students, providing a reliable and comprehensive support system, to motivate students to excel in both academic and non-academic fields and to make the most of their life at the college. The objectives of the MMP include:

- To help the students, particularly first year students understand the challenges and opportunities present in the college and develop a smooth transition to campus life.
- To counsel academically weak undergraduate first year students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems.
- To provide positive role models to first year undergraduate students in the college.
- To proactively try to identify problems of the general student populace and to bring them to the notice of the concerned authorities

The MMP endeavors to pursue these objectives by carefully identifying those who can act as an anchor and guide for a freshman or an academically weak student. Teacher Mentors are selected to play this role and are given the authority to pursue the mission of this programme. Each Teacher Mentor reports directly to the Principal. He/she would be the direct point of interaction with the students and may report special cases for the consideration of Principal. This system is devised to help students to be at ease with new environment of the college. This is explained schematically below:

- Principal
- Teacher Mentor
- Student Mentee (SM)

ESSENTIAL QUALITIES OF A TEACHER MENTOR

The qualities mentioned below are guidelines used by the Principal in selecting the new Mentor team.

- A Teacher Mentor is normally a permanent faculty member
- Empathy and humility are the most essential qualities for any mentor to possess. It is necessary for a mentor to empathize with the wide variety of situations his mentees could face and be humble enough not to impose their own opinions but to tailor advice to the mentee's needs.
- Ethics are of paramount importance for mentors and they should be able to instill the same in their mentees.
- Mentors are academically inclined and capable of persuading others to be the same.
- Some students of final year of UG classes are selected as student's mentors. Preferably those students who are already working with the other committees of the college are not considered.
- A student mentor should be someone as a role model people can look up to, because of their achievements and personality.
- A student mentor is assigned a group of ten first year students. Each student mentor reports directly to the teacher mentor.

The Student Mentor body is vested with the following powers

- Every Student mentor has the power to halt any activity that involves freshmen. Such activities include, but are not limited to: introduction sessions conducted by seniors, either personal or relating to extracurricular activities, which extend beyond acceptable limits of time or decency etc. Senior/Junior Prefects are advised to keep the SMs informed about any activities involving freshmen.
- In matters pertaining to academics, which require preventive or curative action to be taken in the interest of the wards, the mentor has the responsibility and the right to bring the case to notice of the concerned faculty advisor, who would in turn take the necessary action.
- In matters that affect the wards, and can only be resolved at the college level, the Student Mentors have the right to bring the problem to the notice of the Principal. It is, however, desired that the mentor team works in harmony with the disciplinary committee and various other committees of the institution.

- In case of fresher who needs additional help, Students Mentors shall coordinate with teacher mentor.

ROLE OF THE TEACHER MENTOR (TM)

- The TMs play a very important role in selecting the team of Student Mentors. Selecting a team of responsible, sensitive and dedicated mentors is very critical to the success of the MMP.
- The TMs oversee the day-to-day functioning of the MMP. For this, they must keep in regular touch with the SMs and freshmen to ensure that the primary objective of the programme is being fulfilled.
- The SMs are expected to give regular updates regarding the functioning of the MMP to the TMs & principal.
- In particular, if a SM feels that a particular freshman is facing academic/emotional problems that cannot be handled by him/her, the SM must report the matter to the TMs & Principal immediately.
- The TMs must ensure accountability from all SMs to the maximum extent possible. As such, they may recommend suspension or removal of SMs from the team for dereliction of duty/non-performance to the MMP body.
- The MMP body should interact and share their experiences once in a month to the principal.
- TM shall counsel the students with difficulty in adjusting to the environment.
- TM shall also advise students to take help of their Student Mentors

Duties of Teachers Mentors

1. Mentors are required to keep track of their mentees with reference to academics, attendance, discipline and overall development
2. Mentors are to record their findings in the mentor's diary.
3. Any complaint or compliments regarding mentees are to be brought to the notice of the Principal.
4. Mentors, if required, are to schedule face to face counseling with their mentees.


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No. 403 / Estt/2022

Sargaon, Date 01.07.2023

-: Order regarding Mentor Mentee Program (Session 2023-24):-

Mentoring is a unique method of supporting students to improve their learning and leadership skills, motivating them towards their future career development. With this in mind, the college has a mentor mentee program wherein the faculty members are given training on mentor system and they meet the students on day- to day basis to listen to their issues and guide them on their overall personality development.

For the session 2023-24 the following teachers are appointed as the mentors of the students' mentees of the following classes:-

S. No.	Name of the Mentors	Name of the Mentees (Classes)
1.	Dr. M.V. Baxala, Asst. Prof. of Political Science	B. A. Part-I
2.	Dr. A. K. Chandel, Professor of Economics	B. A. Part-II
3.	Dr. Abha Tripathi, Professor of Sociology	B. A. Part-III
4.	Shri. A. K. Toppo, Asst. Prof. of Zoology	B.Sc. Part-I
5.	Dr. Sandhya Patre, Asst. Prof. of Chemistry	B.Sc. Part-II
6.	Dr. N. K. Singh, Asst. Prof. of Botany	B.Sc. Part-III
7.	Dr. Swati Tiwari, Asst. Prof. of Commerce	B.Com. Part-I
8.	Shri Manish Mathur, Asst. Prof. of Commerce	B.Com. Part-II
9.	Dr. Rekha Sharma, Asst. Prof. of Hindi	B.Com. Part-III

Note:

1. Mentors are required to keep track of their mentees with reference to academics, attendance, discipline and overall development
2. Mentors are to record their findings in the mentor's diary
3. Any complaint or compliment regarding mentees is to be brought to the notice of the principal.
4. Mentors, if required, are to schedule face to face counseling with their mentees.
5. Teachers mentors are directed to select some student mentors of final year of UG classes who will work as per the guidelines of teachers mentors and will report to the teachers mentors and the principal


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No. / MM/2022

Sargaon, Date

Mentor/Mentee Ratio

S. NO.	Year	Number of Students Enrolled	Full Time Teachers on Roll	Mentor/Mentee Ratio
1.	2023-24	789	11	1:72


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