

# **Government Degree College**

Falaknuma, Hyderabad-53

**Mentor-Mentee  
System 2021-22**

# The Mentor-Mentee System

## Objective of the Mentor-Mentee System:

The Mentor – Mentee system is functioning with an objective

1. To bridge the gap between the faculties and students and
2. To guide students on both educational and personal aspects.

## Mechanism of the Mentor-Mentee System:

The allotted faculty acts as a mentor to a group of 50 students approximately. Successful mentorships often end up in learning and providing support for the other. In **Government Degree College Falaknuma**, Mentor-Mentee system has been implemented to provide a sense of belongingness and guardianship among the students who took admission here. The faculty members act as guardian (Mentor) for them to look after throughout their course tenure. The basic objective of this relationship is to guide the students in all aspects and domains so that they become strong professionals and great human beings.

A *mentor* is an individual with expertise whose help can develop the career of a mentee. A mentor often has two primary functions for the mentee. The career-related function establishes the mentor as a coach who provides advice to enhance the mentee's professional performance and development. The psychosocial function establishes the mentor as a role model and support system for the mentee. Both functions provide explicit and implicit lessons related to professional development as well as general work–life balance.

Various researches have consistently found that mentored individuals are more satisfied and committed to their professions as compared to the non-mentored individuals.

## Functions of the Mentors:

The mentors perform the functions as follows:

- Maintain an open and friendly environment between mentor and mentees.
- Continuously monitor, counsel, guide, and motivate the students in all academic, personal and career concerns.
- Advise students regarding choice of electives, project, placement and training activities and internships etc.
- Contact parents/guardians if situation demands e.g., academic irregularities and decline in performance, regular absent in the class, negative behavioral changes and interpersonal relations etc.
- Discover talents and interests of mentees and they define and help them in attaining mentee's goals.
- Advise students in their career development regarding self-employment opportunities, entrepreneurship development, honesty and integrity required for career growth.
- Advise students in their professional development regarding professional goals, selection of career and higher education.
- Counsel them on their course regarding low attendance and low performance.
- Maintain a mentoring form with a brief but clear record of all discussions with students.
- Intimate authorities if any administrative action is needed.

## Outcome of the Mentor-Mentee System:

The Mentor-Mentee system results into:

- Effective Communication between mentor and mentee which helps in understanding the academic and non-academic problems/grievances of the students.
- Database which helps in monitoring the regularity of the mentee in the class and performance in the studies.
- Personal touch and counselling which creates a sense of belongingness among the students towards the faculty and the University.
- Learned and disciplined students who earn a reputation in the society after graduating from Government Degree College, Falaknuma, Hyderabad.

## Documents of the Mentor-Mentee System:

The following documents have been prepared related to mentees:

### 1. Mentees' (Students') Profile

**Objective:** It aims to record the complete information about the mentees (Name, Contact Details etc.) so that they can be further motivated to excel in both academic and non-academic fields and to make the most of their life at the University.

### 2. Attendance Record

**Objective:** It aims to have a track on the Class attendance of the Mentee and identify the reason of any anomaly.

### 3. Performance Record

**Objective:** The Mentor has to assess the results of the Mentee to identify the slow-learners and advance learners. This record helps the mentors to prepare different strategies, plans and skills to train slow learners and advance learners separately.

### 4. Mentor- Mentee Interaction

**Objectives:** This record helps to understand the personal grievances of the mentee (if any). The mentor keeps the record of one to one interaction with the mentee as and when required and the grievance is being forwarded to the concerned authorities and departments for their speedy solution.

### 5. Career Guidance

**Objective:** The Mentor guides the Mentee especially in their Final Year Courses in deciding the career related decisions like higher studies, placements, and preparation of competitive exams etc.

# Government Degree College, Falaknuma, Hyderabad

## Information About Student for Mentor Mentee System

Academic Year 20 - 20

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1). Name of the Student	Mr. / Mrs. / Ms.
2). Name of the Father	
3). Name of the Mother	
4) Roll No/ DOST-ID	
5) Class in which Admission Taken	
6) Father's Education & Occupation	
7) Mothers Education & Occupation	
8) Qualifying Exam Course and Marks secured	Inter / TOSS/Others
9) Are You interested in Job Oriented courses Training	Yes / No if Yes Banks Exams / Groups Exams/ Others _____
10) Contact Number of Parents	Father: _____ Mother: _____
11) Social Status: SC/ ST/ BC/ OC	Caste: _____
12) Want to apply for Scholarship Facility	Yes /No if Yes Which Scholarship: _____
13) Permanent Address	
14) Parents Monthly Income	
15) Number of Brothers/ Sisters	Brothers: _____ Sisters: _____
16) Whether Studying in Same College	Yes / No / Don't Want to Reveal
17) Marks for Identification	
18) Blood Group	
19) Height / Weight	
20) Hobbies	
21) Life Goal	
22) Proficiency & Achievements in Games /Sports	
23) Proficiency & Achievements in Cultural/Co-Curricular Activities	
24) Special Counselling Required	Yes /No / Already taken from Professional Counsellors.
25) Phone and Email	

Signature of the Student

College  
Seal

Signature & Name of Mentor

# Government Degree College, Falaknuma, Hyderabad

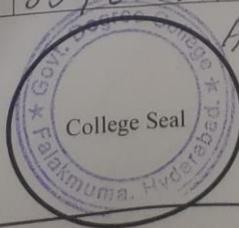
## Information About Student for Mentor Mentee System

Academic Year 20 - 20



1) Name of the Student	Mr. / Mrs. / Ms. <i>Sanobaa Tabassum</i>
N	
3) Class	<i>B.SC (B.Z.C) Life science, English medium</i>
4) Roll No/ Hall Ticket Number	<i>191120445019</i>
5) Marks in Previous Examination	<i>8.96</i>
6) Name of the father	<i>Abdul Hafeez</i>
7) Father's Education & Occupation	<i>Supervisor in hospital</i>
8) Name of the mother	<i>Sameera Tabassum</i>
9) Mother's Education & Occupation	<i>House wife</i>
10) Contact Number of Parents	<i>8340875722</i>
11) Social Status: SC/ ST/ BC/ OC	<i>BC</i>
12) Scholarship Facility Availed	Yes / No Need Guidance for Special Financial Assistance
13) Permanent Address & Contact Numbers of self and Parents	<i>19-3-262/50/22 Acchi Reddy Nagar Tigal Kunta Falaknuma, H.Y.D.</i>
14) Parents Monthly Income	<i>20,000</i>
15) Number of Brothers/ Sisters	Brothers: <i>1</i> Sisters: <i>1</i>
16) Whether Studying in Same College	Yes / No / Don't Want to Reveal
17) Marks for Identification	<i>A mole on Right hand index finger</i>
18) Blood Group	<i>O+ positive</i>
19) Height / Weight	<i>5.6 / 62</i>
20) Hobbies	<i>studying / writing / cooking.</i>
21) Life Goal	<i>Success in life / proud my parents</i>
22) Proficiency & Achievements in Games / Sports	
23) Proficiency & Achievements in Cultural/Co-Curricular Activities	
24) Special Counselling Required	Yes / No / Already taken from Professional Counsellors.
25) Phone and Email	<i>8340875722 / begam sameera576@gmail.com</i>

*Sanobaa Tabassum*  
Signature of the Student



*P. S. Parashuraman*  
Signature of Mentor  
2022-23

Adhar No: *4996 6786 8532*