



MENTORING GUIDELINES



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What is Mentoring?

Mentoring is essentially about helping people to develop more effectively. It is a relationship designed to build confidence and support the mentee so they are able to take control of their own career development. Mentoring is not the same as training, teaching, or coaching. Mentors need to have the ability to listen and ask questions that will challenge the mentee to identify the course of action they need to take in regards to their own career development.

What is a Mentor?

A mentor is defined as an “**experienced and trusted adviser**”. This description reflects how we would like to see mentors work with their mentees.

- **A trusted guide or friend**

A mentor provides access to the mentee’s routine environment. This can include access to educational, career, and other campus resources.

- **A caring, responsible person**

A mentor provides a mentee access to reach their goals as a listening and caring person.

- **A positive role model**

A mentor should always model appropriate behavior.



A Mentor is Not....

- **A parent or legal guardian**

The role of a parent or legal guardian (governed by law) is to provide food, shelter and clothing. It is not the mentor's role to fulfill these responsibilities.

- **A social worker**

A social worker is a licensed professional with the necessary skills and training to assist in family issues.

Mentors must understand that they can't be all things to their mentees, especially things that require years of professional courses of study. It is, however, appropriate for a mentor to act as a guide and show the mentee how to access the professional services and resources he or she needs.

As a mentor you will have the opportunity to use your experience and knowledge in a facilitative manner to support the development of the mentee. However, the responsibility for making things happen and putting plans into action lies primarily with the mentee - not with a mentor.

Establish a positive relationship with your mentee

This can involve establishing trust and respect with your mentee, and maintaining regular interaction and consistent support.

Help your mentee develop academic and life skills

This can involve working with your mentee to set and reach personal, educational, and career goals, and helping him/her with time-management studies, attitude and Life skills etc.

Assist your mentee connect with campus resources/events

This can include helping your mentee become familiar with the Career goals, the certification programs, the Quantitative Skills, and learning labs, the Library, Counseling Services, Computing facilities, health services, Sports facilities, Labs for Hackathans, Conferences, assist on Co & Extracurricular, and other resources on campus.

Be a source of support and guidance

One of, if not the, most important things you can do as a mentor is to be there for your mentee. This sounds simple enough, but it can encompass any number of things. Being prepared is key.

Why Mentoring?

- It has flexibility- mentoring can happen in so many ways and under lots of different circumstances.
- It is individual-each relationship will be unique to those two individuals involved
- It provides a feedback system-feedback is central to mentoring and is a great tool to enhance and embed learning
- It is broad in focus-it should meet the needs of the mentee and mentor
- It is not exclusive-but actually complements other methods of learning

Skills required to be a Mentor

- Self-Awareness- Mentor should have a good understanding of student's strengths and needs
- Credibility-Mentor should have personal and professional credibility.

- Accessibility- Mentor should be willing and able to commit sufficient time to mentee to offer support and guidance.
- Mentor also need to be a great listener.
- Ability to empower-Mentor should be able to create an environment for mentoring and guidance where it is safe for individuals.
- A desire to help other develop-Mentor should understand how individuals develop and have experience, either formally or informally, of developing others.
- Empathy-Ability to empathize with others
- Understanding-Mentor should be prepared to try to understand different perspectives, approaches and possibly backgrounds of different mentees.

Mentor Responsibilities

- Identify objectives, goals, needs and set goals
- Provide feedback on the professional growth in their study of programme/course
- Identify mentees strengths and achievements
- Identify areas of development and Explore career options
- Assist on specific areas if required and follow up on their progress
- Discuss professional courses/certification courses/coaching issues etc..
- Tell the opportunities for mentees to gain experiences (Training programs/ Workshops/Internships/Online courses/ Hackathans/Conferens/Moocs.....)
- Take the initiative for contacting their mentees and staying in touch with them
- Devote time to the relationship and be available when requested
- Assist mentees with their various questions, needs, or concerns

- Maintain confidentiality of the information shared by their mentees
- Schedule at least one face-to-face meeting with mentees per month
- Collect and update all the mentees information time to time.
- Know about his/her mentees performance/credits/backlogs etc..
- Have the clear idea on his/her mentee goals/skills and health conditions
- Give advices on roles and responsibilities, ethics, morals, do's and dont's in the institution.
- Motivate and council students about his shortage of attendance/credits/career prosperities and Campus Training programs.
- Communicate to mentee's parents/guardian time to time when it is necessary

Mentee Responsibilities

The mentees role is to seek guidance and constructive feedback on his/her professional development and career goals. Takes responsibility for keeping in regular contact with mentor and actively participates in the relationship.

- Assesses academic/professional strengths, learning and developmental needs, values and short and long-term career goals
- Develops a plan with mentor for achieving these goals
- Follows through on commitments and goals
- Respects the mentor's time
- Maintains confidentiality at all times
- Openly shares successes and failures
- Is receptive to feedback and coaching/teaching
- Takes advantage of opportunities presented by the mentor



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