



Mentor-Mentee Framework

Gujarat University

Introduction to the Mentor and Mentee Framework

Welcome to the Gujarat University's Mentor and Mentee Program!

Our Mentor and Mentee Framework is designed to foster a supportive and enriching academic environment by connecting students with experienced mentors who can provide guidance, advice, and encouragement throughout their academic journey. This program is an integral part of our commitment to student success and professional development.

Purpose of the Program

The primary goal of the Mentor and Mentee Framework is to facilitate meaningful relationships between students (mentees) and faculty, alumni, or industry professionals (mentors). Through these relationships, mentees gain valuable insights into their fields of study, explore career opportunities, and develop both academic and personal skills. Mentors, in turn, have the opportunity to give back to the academic community by sharing their knowledge and experiences.

Key Components

- Mentorship Relationships:** The program pairs mentees with mentors based on academic interests, career goals, and personal preferences. These relationships are designed to be flexible, with regular meetings and communications tailored to the needs and schedules of both parties.

2. **Guidance and Support:** Mentors provide guidance on academic planning, career exploration, and professional development. They offer support in navigating university life, setting goals, and overcoming challenges.
3. **Skill Development:** Mentees benefit from practical advice and feedback that help them build essential skills, such as networking, resume writing, and interview techniques.
4. **Professional Growth:** Through exposure to real-world experiences and professional insights, mentees gain a clearer understanding of their chosen fields and potential career paths.
5. **Feedback and Improvement:** Both mentors and mentees are encouraged to provide feedback on their experiences to continually improve the program and ensure it meets the needs of all participants.

To participate in the Mentor and Mentee Program, students can apply through the university's department form or can contact the faculty in charge of the Mentor Mentee Initiatives. After Registration, they will have the opportunity to set expectations and goals with their mentors. Mentors are selected based on their expertise, experience, and willingness to engage in a supportive and impactful mentorship relationship. The department can assign a teacher to individual students or groups of students to mentor their projects and fieldwork. We believe that this program will not only enhance your university experience but also provide a strong foundation for your future career. We encourage all students to take advantage of this valuable opportunity and actively engage in building a meaningful connection with their mentors.

Roles and Responsibilities:

Mentor	Mentee
Provide advice and guidance.	Be open to feedback and advice.
Share experiences and knowledge.	Set clear goals and communicate them.
Offer support and encouragement.	Take initiative in meetings and follow through on agreed actions.
Help with goal setting and problem solving	Seek help and resources proactively.

Meeting Structure:

- Frequency: Regular meetings (e.g., Weekly, Bi-weekly, monthly or bimonthly) are scheduled.
- Format: Meetings can be in person, online, or a mix of both.
- Agenda: Meetings might include discussing progress, setting goals, reviewing academic/career plans, and addressing any challenges.

Training and Resources:

- Orientation: Both mentors and mentees often undergo training or orientation to understand their roles and how to maximize the relationship.
- Resources: Access to materials, workshops, and tools that can aid in the mentoring process.

Evaluation and Feedback:

- Progress Tracking: Regular checkins to assess the progress of the mentoring relationship and the achievements of set goals.
- Feedback Mechanism: Channels for providing feedback about the mentor mentee experience, often including surveys or evaluations.
- Program Assessment: Periodic review of the program's effectiveness and areas for improvement.

Who can be appointed as Mentor?

1. Faculty Members:

- Professors/Associate/Assistant: Experienced in their field and familiar with academic and research practices.
- Lecturers/Instructors: Offer practical knowledge and can provide insights into specific subjects or skills.
- Department Chairs: Have a broad understanding of the department's academic and career opportunities.

2. Administrative Staff:

- Academic Advisors: Specialize in helping students with academic planning and course selection.
- Career Services Staff: Provide career counseling, job search strategies, and industry insights.
- Student Affairs Officers: Focus on student development and can offer guidance on campus life and resources.

3. Alumni:

- Post Graduates: Have real-world experience and can offer practical advice on transitioning from college to the professional world.
- Successful Alumni: Those who have achieved notable success in their fields can provide valuable career guidance and networking opportunities.

4. Industry Professionals:

- Professionals from Partner Organizations: Individuals who work with the college through internships, co-op programs, or other partnerships.
- Guest Speakers: Professionals who have previously given talks or lectures at the college and have a relevant background.

5. SRF/JRF Students:

- Ph.D. Candidates: JRF and SRF or any other Research Scholars often have extensive research experience and academic knowledge.

6. Senior Students:

- Undergraduate Mentors: Senior students who have excelled in their studies and extracurricular activities can offer peer mentorship.

7. External Mentors:

- Community Leaders: Individuals from local organizations or businesses who can provide guidance on community involvement and local career opportunities.

- **Professional Associations:** Members of industry groups or associations that collaborate with the college.

Key Qualities of Effective Mentors:

- **Expertise:** Strong knowledge in their field or area of guidance.
- **Experience:** Practical experience that can help mentees understand real-world applications.
- **Communication Skills:** Ability to convey advice and feedback clearly and constructively.
- **Empathy:** Understanding and supporting mentees’ individual needs and challenges.
- **Commitment:** Willingness to invest time and energy into the mentoring relationship.
- **Professionalism:** Maintaining appropriate boundaries and respecting confidentiality.

Outcomes of a Mentor-Mentee System

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Enhanced Academic Performance:	Mentees often show improved academic performance due to better guidance and support.
Career Advancement:	Mentors can provide valuable industry insights and networking opportunities, aiding in career development and job placement.
Personal Growth:	Increased self confidence, improved interpersonal skills, and better decision making are common personal growth outcomes.
Networking Opportunities:	Mentees expand their professional network through their mentor and associated connections.
Skill Development:	Mentors help mentees develop both soft skills (e.g., communication, leadership) and hard skills

	relevant to their field of study or career.
Increased Retention and Satisfaction:	Effective mentoring can lead to higher student satisfaction and retention rates, as students feel supported and engaged.
Long Term Relationships:	Many mentor mentee relationships extend beyond the formal program, leading to lasting professional and personal connections.

A well-structured mentor mentee system can significantly enhance the university experience, providing students with the tools and support they need to succeed both academically and professionally.

Mentee Needs Checklist

Sr. No.	Areas of support to consider	High Need	Moderate Need	Low Need
1	Academic Progress			
2	Motivating Students			
3	Learning more about the subject matters			
4	Academic Materials			
5	Lesson Planning			
6	Academic advise			
7	Skill development			
8	Career Counseling			
9	Research advise			
10	Identify specific short-term and long-term goals.			
11	Practice active listening and effective communication			
12	Social and Relationship issues			
13	Legal issues and Aid			
14	Social development			
15	Vigilant Citizenship			

By following this checklist, mentees can better manage their expectations, utilize their mentor's time effectively, and make significant strides toward their personal and professional development. Following priority areas should be addressed according to the needs and requirement. Department of Psychology, Law and Sociology can be referred in case of issues related to mental health, legal and social issues.

1st Priority- High Needs

2nd Priority- Moderate Needs

3rd Priority- Low Needs

Feedback by Mentee

A mentor-mentee system at a university aims to provide guidance, support, and development opportunities for students through a structured relationship with more experienced individuals. (1-Poor 2- Good 3- Best 4-Excellent)

Ratings to be given by Mentee

Criteria	Sub Criterion	1	2	3	4
Program Objectives					
Personal Development	Enhance students' personal and professional growth				
Academic Support	Provide guidance on academic choices and performance				
Career Guidance	Offer advice on career paths, internships, and job search strategies				
Networking	Facilitate connections with professionals and other students.				
Matching Process					
Application	Students and mentors apply to be part of the program, often detailing their interests, goals, and backgrounds.				
Matching Criteria	Matches are made based on shared interests, academic disciplines, career goals, and personality traits				
Introduction	Initial meetings help establish rapport and clarify expectations.				
	Overall rating				

Mentee Registration Form

Personal Information

1. Full Name:
2. Date of Birth:
3. Gender:
4. Contact Information:
Phone Number:
Email Address:
5. Address:

Education and Career

6. Current Educational Department:
7. Current Level of Study/Position:
8. Field of Study/Area of Interest:
9. Career Goals and Aspirations:

Mentorship Goals

10. Why are you interested in having a mentor?
11. What specific skills or areas are you looking to develop through this mentorship?
12. What are your short-term and long-term goals for this mentorship?

Short-Term Goals:

Long-Term Goals:

13. Preferred Mentorship Format:

In-Person

Virtual

Hybrid (Combination of In-Person and Virtual)

14. Preferred Meeting Frequency:

Weekly

Bi-Weekly

Monthly

Bi- Monthly

Additional Information

15. Do you have any specific preferences or requirements for your mentor?

16. Is there any additional information you'd like us to know about you?

17. Emergency Contact:

Name: Relationship: Phone Number:

Consent

18. I agree to participate in the mentorship program and understand that my information will be used to match me with a mentor.

Yes

No

19. Signature:

20. Date: