

Center for Academic Leadership (Facilitating Faculty Mentor-Mentee relationship)

Vision

- ✓ Develop a vibrant organizational culture characterized by minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging a gamut of academic activities.
- ✓ Endeavor to achieve highest standards of academic excellence by motivating faculty to undertake research activities and continuous learning process.
- ✓ Develop a plan for nurturing and retaining talent.
- ✓ Create an environment where the members of academic fraternity derive most professional satisfaction and contribute their mite to make the college highly competitive in the knowledge intensive sector.

Agenda

- Conceptualize, install, reinforce & enrich mentor-mentee relationship for helping and inspiring junior faculty members.
- Provide a brief orientation session to new and junior faculty members, which includes information session on academic expectations, governance structure of the institute, how to apply and obtain research grants, teaching methodology, resources of the institute, etc.
- Identify and nominate senior faculty members who shall act as Mentors.
- Identify the faculty up to five years of experience in all the departments to be associated with mentors, as mentees.
- Maintain a comprehensive database containing the
 - i. details about the mentors and mentees
 - ii. career opportunities
 - iii. skill up-gradation opportunities
- Pair up those mentor & mentee, whose academic interests and pursuits match.
- Convene meetings of the mentor-mentee group to review the progress and facilitate their requirements.
- Plan & arrange for all the logistical support to ensure proper and smooth functioning of the centre.
- Arrange for procuring and providing all the information regarding the development in various fields.

- Get feedback from all the members of the group regarding the progress of the activity of mentoring and initiate necessary steps to improve it further on a need basis.
- Conduct meetings frequently, record the proceedings and file them at the centre.
- May preferably provide fresh faculty members with slightly reduced teaching load in their first year; prepare the course that he/she will teach eventually; associate and keenly observe the class room teaching of senior professors, scope to get started on research at the new place; submit his/her papers from their thesis, etc.
- The centre must ensure that teaching and research should go together. That is, all faculty members do teach and research.
- Arrange and oversee the faculty seminars in each department, at least one in a month.
- Conduct teaching workshops and conferences to cover the latest developments.
- Encourage faculty participation in the formulation of new courses, improvement of existing syllabi and making proposals to the university on these items. Further, strengthen the existing skills in demand analysis and reinforcing bridge/adjunct courses with feedback to university.
- Encourage faculty members to write books, treatises, monographs etc.
- Persuade and co-ordinate organization of seminars by senior faculty of all the departments, at least, once a month in each semester and by every faculty once in each semester
- Prepare and get approval of the budget, if any required.
- Establish conducive academic atmosphere, conduct faculty seminars, identify the needs of faculty for training/development and make recommendations for participation in events, courses, seminars etc.
- Shall undertake performance evaluation of the faculty once after three weeks of the commencement of the semester, second after the completion of evaluation of first mid examination, and the third at the end of the semester. Faculty members who require improvement in their teaching methodology be counseled.
- Faculty submit a document with regard to their career development plan, which includes the goals set forth by him/herself and their achievements during halfway through semester and again at the end of the semester. Further, they are requested to bring to the notice of the seniors and mentors with regard to any impediments they have faced and seek the necessary help in their efforts to achieve their goals. This

applies to “Teaching Effectiveness, R & D, Consultancy, Improvement of Qualifications, Publications, Up gradation of Skills, etc.

What is mentee's role?

1. Attend your mentor's class and observe how he/she is teaching
2. Closely observe and learn the techniques of teaching from your mentor
3. Closely observe and learn the art of answering questions
4. Closely observe how passionately he/she is teaching
5. Closely observe how he/she is modulating his/her voice
6. Closely observe the kind of visual aids presented to the students in the classroom
7. Closely observe the real-time examples and applications given
8. Be prepared for each meeting and bring a topic of subject for discussion
9. Take initiatives with your meetings
10. Be prompt for all meetings
11. Ask for and give feedback
12. Keep in contact with your mentor regularly
13. Be open to criticism and learn from your mistakes
14. Do not expect your mentor to have all the answers
15. Be eager to learn and respect your mentor's expertise and experience
16. Be serious about the mentor-mentee relationship
17. Express your appreciation of your mentor's time and interest
18. Be transparent in what you are doing and what you are thinking
19. Be patient: this is a relationship of trust and confidence, give it time to grow
20. Understand that, as a mentee, you're solely responsible for your decisions

What is a mentor's role?

A mentor's role focuses alternatively on:

1. the **relationship**: encourage, support, appreciate, listen
2. the **task**: advise, teach, share, suggest

The mentor should:

- a. be concerned about the mentee's well-being
- b. support and question the mentee's understanding of problems;
- c. help identify the most appropriate solutions;
- d. ensure that he or she doesn't replace you or do your work for you.

- e. Understand and appreciate the philosophy and objectives of the mentorship
- f. Understand the key role to be played by him/her
- g. Willing to share the wealth of knowledge, experience and expertise acquired with another academician in the making
- h. Dedicate sufficient time at regular and appropriate intervals to the mentee on a mutually agreed basis
- i. Insist on the mentee to be in regular touch with him/her to discuss the progress made
- j. Help mentee in solving problems and examples in the course(s) of mentee's interest
- k. Encourage the mentee to make judicious use of audio visual aids in conducting the classes
- l. Educate the mentee on various aspects of career and growth options in academic field
- m. Proactively collaborate with the mentee with the goal of presentations and publications in conferences and journals respectively
- n. Conduct meetings with the mentee at least twice in a month, record the proceedings and forwarding the same to the office of the Head of the Department
- o. Educate the mentee on the significance of the role of the teacher in the life of the student
- p. Insist and ensure that the mentee maintains a diary of the meetings with the mentor and also for the subjects discussed.
- q. Collaborate with the mentee to help him upgrade his skills/ qualifications from time to time
- r. Provide information on the conferences, events and encourage the mentee to actively participate in them
- s. Take up research activities and consultancy projects and actively involve the mentee.
- t. Educate the mentee of the various opportunities of skill/qualification schemes promoted by the governing and monitoring agencies like AICTE, UGC.
- u. Help the mentee in gaining confidence in handling the academic load assigned to him

- v. Evaluate the progress of the mentee at regular intervals and give feedback to the mentee of various strengths and weaknesses of the mentee