



AJEENKYA
D Y PATIL UNIVERSITY

THE INNOVATION
UNIVERSITY

Mentorship Guidelines Handbook



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What is student mentorship program?

Mentoring is a particular form of relationship designed to provide personal and professional support to an individual. The mentor is generally more experienced than the mentee and makes use of that experience in a facilitative way to support the development of the mentee. The mentoring relationship provides a developmental opportunity for both parties and can thus be of mutual benefit. In a nutshell, a mentor's role may be perceived to be facilitative, supportive and developmental for the student community which are on campus.

Objectives of Student Mentorship Program

Student Mentorship Program is a Program for Student Community, with the primary objective of enabling constructive and positive interaction, guidance and mentorship.

- a) Help identify career paths for students and support students' personal growth.
- b) Provide an opportunity for students to learn and practice professional networking skills.
- c) Equip students with the understanding and tools to make ethical and informed decisions.
- d) Shape students into confident graduates with excellent leadership, communication, critical thinking, professionalism and other skills important to the transition to the world of work.
- e) Help students identify and pursue opportunities for employment related to their degrees.

Role of a Mentor

- a) Mentor is an experienced and trusted adviser
- b) The mentor not only helps students settling in the university but also solves their academic and personal problems while on Campus.
- c) Assist your incoming first-year, transfer, or exchange student mentees as they adjust to life at ADYPU (e.g. offering advice on cultural adjustment, academics, campus resources, and the wider city).
- d) Attend all mentors training session.
- e) Facilitate and coordinate meetings with your mentees twice in a semester.
- f) Maintain regular contact with your mentees, either via phone, email, or social media.
- g) Provide advice on career development
- h) Offer different perspectives.





- i) Provide support and encouragement
- j) Provide an insight into your work and career
- k) Offer guidance and advice in regards to qualifications
- l) Be a critical friend
- m) Help mentees identify areas for development

Role of a Mentee

- a) Committing to meeting with your mentor twice in a semester.
- b) Attending all meetings.
- c) Maintaining regular contact with your mentor.

Managing the Meetings

The mentor should take on the role of a facilitator during the meetings using questions and a non-directive, non-judgemental approach. The purpose of the meetings could be for some or all of the following reasons:

- a) Reviewing and identifying the mentee's experience.
- b) Helping the mentee to identify individual strengths and areas for development.
- c) Discussing professional and work issues.
- d) Agreeing what support is required.
- e) Exploring the options open to the mentee.
- f) Coaching on specific skills.
- g) Supporting the mentee to set achievable realistic and stretching action plans.

Making the Meetings Work

- a) **Have a clear structure and purpose.** Before the meeting consider the structure and the time parameters. These should be agreed during the initial meeting when you are contracting with the mentee. Having a clear structure and purpose in mind will be the best and most effective use of your time and their time.
- b) **Think about the content of the meetings.** There should be a balance of looking back and reviewing the mentee experiences and reviewing if objectives set have been met or, if not, why not? There should also be a balance of discussing current issues and thinking about the future and ensuring the mentee sets realistic objectives for their action plan.





- c) **Keep to dates and times set.** It is easy to let the day job get in the way but try to focus on the benefits to everyone (including the organisation) of engaging in this process. Give it the priority it requires to be successful.
- d) **Enjoy the experience!**

Ending the Mentoring Relationship

It is important to consider how the mentoring relationship will end. Discuss the reasons for the ending of the relationship with your mentee. In certain situations the end date is agreed during the initial meeting but it is not always possible in all situations to be able to identify a clear end date. Reasons for ending the mentoring relationship can be varied:

- a) The relationship has achieved its objective.
- b) You feel that your mentee is confident and ready to move on.
- c) You have tried but the mentee is not responding.
- d) The programme is coming to a close.
- e) The relationship isn't working successfully and both parties wish to move on.
- f) It is useful and good practice for the mentor and mentee to revisit the original goals and objectives and compare them with actual outcomes. This allows both parties to review what progress has been made and to acknowledge what has been achieved.
- g) It is useful to encourage the mentee to find another mentor for the next stage of their journey and you may even be able to suggest individuals the mentee may like to approach. However you should take time to evaluate how you feel you have developed during the relationship and what lessons you have learned.

