



SASMIRA'S INSTITUTE OF  
COMMERCE & SCIENCE

# Sasmira Institute of Commerce and Science

## **Mentor-Mentee Handbook**

Website: <https://sics.edu.in>



## Internal Quality Assurance Cell

---

### Mentor-mentee programme

We have high aspirations for all of our students and want to help them achieve and surpass their own expectations and those of the people who teach and care for them. This policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance.

Student mentoring in Sasmira Institute Of Commerce and Science (SICS) is defined as a one-to-one relationship between a student and the mentor that occurs over a prolonged period of time. The mentor provides consistent support, guidance and concrete help to a student to provide them with a positive role model.

Some students involved in the mentoring program may be going through a difficult and/or challenging situation, a period of life in which they need extra support, or they may simply need to have another significant adult present in their life.

The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential. SICS will ensure that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

#### **Guidance**

- It is vital that all students receive regular and informed guidance, have a wide range of experiences and understand where to get further information and advice. This will be evident through a number of initiatives, including;
- Citizenship lessons
- Individual learning reviews and target setting
- Career's guidance
- Further and Higher Education guidance
- Workplace learning experiences offered
- Regular internal communications with students (e.g. through student newsletters)
- 'Thought of the day' and 'soft skill' reinforcement initiatives
- Community involvement opportunities
- In some cases the relationship between the mentor and the mentee may be the only stability student knows, and the only time anyone spends quality time with them. Therefore, the Institute stipulates that a student mentor spend a minimum of one hour every month with their mentee.

#### **Responsibilities of Mentor:**

- Maintain Mentor-Mentee Booklet.
- Maintain batch wise student roll call list
- Keep contact details of students & parents
- Record of previous semester result
- Record of Mentor-Student meeting (Once in a month).
- Provide information about students to the each teacher whenever required.
- Student counselling should be done whenever required.
- Maintain record of monthly defaulter list
- Send letters to parent for parents meet.

- Telephonic call record of defaulter students should be maintained.
- Leave application form of students along with necessary documents should be kept
- Maintain record of monthly undertakings of defaulter students
- Maintain data of students achievements
- Maintain discipline among students.

### **Important notes about conduct and support:**

- Avoid making negative comments about instructors, assignments, or texts.
- Refrain from doing students' assignments or suggesting grades.
- Be clear about expectations for academic honesty and integrity.
- Draw a clear line between friendship and mentoring.
- Encourage students to communicate with professors and use campus services.
- Seek advice from the Academic Mentoring Program student assistants with respect to your role.

### **Peer Mentor**

Peer mentors can be defined as; 'A body of students who have volunteered to undertake training so that they can offer support to other students experiencing particular problems, and help to reduce the amount of bullying in the Institute'.

The actual role of these students will be agreed between the students and the member of staff who coordinates them but could include the following aims;

- To reduce the amount of bullying in the Institute by supporting those involved
- To be a 'port of call' for students with problems
- To act as an additional service to that provided by staff - complementing rather than competing with it
- To be accessible to pupils of any age, sex and background

Any adult in the Institute learning community who becomes a student mentor must be someone who will be a positive influence in a mentee's life. The most crucial role for a student mentor is to be an adult who has time for a mentee person, who cares about them, who believes in them and is committed to a long term relationship with them.

### **Requirements to be a Peer Mentor**

To become a peer mentor, the program requires:

- An overall average of 55%
- A mark of 60% in specific course for mentoring

### **Characteristics of a good Student Mentor**

- A good student mentor is someone who engages in a positive relationship with the student and gives them attention.
- The mentor needs to have positive self-esteem, react well to stressful situations and tolerate frustrating situations.
- They need to listen well and communicate on a level that the student can understand and not be judgmental.
- The mentor needs to provide leadership and guidance and be a positive role model, nurturing a relationship that respects the student's dignity.
- The mentor must always show up on time for sessions, be committed and accept their responsibilities.
- A good mentor will reinforce the student's successes and challenge them to do better and be willing to give them a fresh start if there are any lapses.
- They will not break the trust they have established.

### **Benefits of a Student Mentoring Programme**

- Students benefit by receiving the support and guidance of a caring adult or supportive peer and also receiving assistance with their academic studies.
- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/or higher education and receive assistance in choosing a career path.
- Mentored students will be encouraged to avoid the use of drugs and alcohol.
- Student will also improve interpersonal relationships, such as with Institute the teaching staff and the student's family.

### **Benefits to peer mentors**

- Adults who volunteer to mentor students increase their involvement in the learning community and recognize they can make a difference.
- They will gain new experience and knowledge about young people and the Institute community and contribute to the wider aims of community cohesion and regeneration

### **Benefits to the Institute**

- Having a student mentoring scheme helps to foster good community relations and contributes to the local and area targets for economic growth.
- Students will be more motivated and aspirational which will improve morale amongst the learning community.
- Mentoring will maximize the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for vulnerable groups of students.
- Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.

### **Peer Mentoring Coordinator**

A member of the Institute staff will act as a coordinator for peer mentors. This person will be someone who wants to take on this role and is approved of by the group, not just be a staff member who is just given the role as part of a job description.

The role of the coordinator will be to provide guidance and advice for group members and to look after the emotional welfare of the students involved in the scheme.

They will ensure that students involved in the scheme can cope with their academic commitments.

They will organize and provide appropriate training in the areas of confidentiality, boundaries, listening skills, issues that can and cannot be dealt with by the students and when to refer on.

The coordinator will help the group maintain a flow of new volunteers and give assistance with general administration and access a budget (for publicity, badges etc.)

They will act as a mediator within the group when problems arise and deal with difficult issues within the group e.g. a member breaching confidentiality.

### **Benefits of peer mentoring**

Peer mentoring is voluntary and therefore the students involved are motivated. It also helps to boost the self-esteem of those involved.

Peer mentoring provides realistic role models for other students and enables the volunteers to learn new and transferrable skills.

It can form part of community service/citizenship activities and is of benefit to the whole Institute community.



SASMIRA'S INSTITUTE OF  
COMMERCE & SCIENCE

# Sasmira Institute Of Commerce and Science

## Internal Quality Assurance Cell

---

Year -I:	
Name:	Email:
Department:	Mobile:
Year -II	
Name:	Email:
Department:	Mobile:
Year -III	
Name:	Email:
Department:	Mobile:

## Sasmira Institute of Commerce and Science

### Undergraduate Mentee information

Academic Year 20 -20

#### Mentee's information:

Name:

Adhar card No.:

Mobile No.:

email:

#### Father's information

Name:

Education:

Mobile. No:

email:

Profession:

#### Mother's information

Name:

Education:

Mobile. No:

Profession details:

Address for correspondence:

Annual Income:

Caste/Category:

Date of admission at SICS:

Means of transport used to commute to the college:

Previous Academic record:

Sr. No	Class	Year of passing	Marks	Percentage/Grade
1				
2				

Medical Record:

Blood Group:

Allergies:

Any Health Issue:

What are your career Interests?

**Do you have any special requirements?** (eg. access, mobility, specialized equipment, cultural, religious, career)

**What do you hope to achieve through your involvement in the program?** (For tutoring, advice, friendship, "to learn about college life)

**Hobbies/Skills:**

**Any achievements academic /non-academic:**

**Meeting record: First Year**

Date	Issue Discussed	Sign. of Mentee

**Mentor Sign.**

**Mentee signature**

**Meeting record: Second Year**

Date	Issue Discussed	Sign. of Mentee

**Mentor Sign.**

**Mentee signature**

**Meeting record: Third Year**

Date	Issue Discussed	Sign. of Mentee

**Mentor Sign.**

**Mentee signature**



**Core Courses in Undergraduate program:**

<b>First Year</b>				
Class/Div.:			Roll No.:	
Term	Course Name and code	Marks Obtained		Subject teacher
		Internal	Final	

**Second Year**

Class/Div.:

Roll No.:

Term	Course Name and code	Marks Obtained		Subject teacher
		Internal	Final	

**Third Year**

Class/Div.:

Roll No.:

Term	Course Name and code	Marks Obtained		Subject teacher
		Internal	Final	

**Students Leave Application**  
**Sasmira Institute of Commerce and Science**

**STUDENT'S APPLICATION FORM FOR LEAVE**

To,

Date:

The Mentor,

Div..... Batch.....

Respected Sir/Madam

I require the ..... day(s) Leave for the following reason. Please sanction the leave.

Name of the Student:.....

Division:..... Roll No.:.....

Date(s) on which leave(s) required:..... Total day(s):.....

Reason for leave:.....

Contact no. when at leave:.....

Thanking You.

Yours Obediently

.....

(Sign of the student)

**Leave sanctioned/not sanctioned**

.....

(Name & Signature of Mentor)

..... Cut on this line.....

(Student's Copy)

**PERMISSION LETTER FOR LEAVE FROM**  
**MENTOR**

To,

The Concerned Teachers,

The following student has taken my permission for .....days leave(s).

Name of the Student:.....

Division:..... Roll No. .... Date(s) on which leave(s)  
sanctioned:.....

Reason for leave:.....

.....

Date:

(Name & Signature of Mentor)

Note: student should keep this part with them and produce whenever asked by the teachers.

**Monthly Undertaking**  
**Sasmira Institute of Commerce and Science**  
**MONTHLY UNDERTAKING**

I, the undersigned student Mr.

/Miss.....

Class.....: Div:..... Roll No:.....am not regular for the theory/practical in the month:  
.....

The detailed attendance record for the month. .... and cumulative attendance up to end of month.....is shown to me and I agree for the same record.

Under such circumstance, my cumulative attendance may fall below the University norms. In such case, I am aware that, I may get detained and I will not be permitted to appear for University theory exam in.....as per rules of MU. Because of this, I will have to seek admission in the same class next year.

Hence I am giving this undertaking that, for the remaining period of the term, I will be regular and will make up the attendance as per University norms.

In future if my cumulative attendance falls below the norms of MU, college authority can detain me as per university rules and I will not hold the college authority responsible for the academic and other losses arising out of it. I will be fully responsible for the same.

Date:    /    /201

Sign of Student

(Name of Student.)

I,Mr/Mrs.....father/mother/.....  
..of Mr. /Miss..... student, am agree with above undertaking and we will be fully responsible for the same.

Further I give the assurance that I will take care so that such situation will not occur in future.

Sign

(Name of Father/mother/)

Date:    /    /20

Place

**Final Undertaking**  
Term-I/II  
**Sasmira Institute of Commerce and Science**

**UNDERTAKING**  
**(FOR CUMMULATIVE ATTENDANCE)**

**(From \_\_\_\_\_ / TO / \_\_\_\_\_ )**

I, the undersigned student Mr. /Miss.....Class.....:  
Div:.....Roll No ..... am not regular for the theory/practical.

The Cumulative attendance record till.....is shown to me and I agree for the same record.

Under such circumstance, my cumulative attendance may fall below the University norms. In such case, I am aware that, I may get detained and I will not be permitted to appear for University theory exam in. .... as per rules of MU. Because of this, I will have to seek admission in the same class next year .....by paying full fees.

Hence I am giving this undertaking that, for the remaining period of the term, I will be regular and will make up the attendance as per university norms.

In future if my attendance falls below the norms of MU, college authority can detain me as per University rules and I will not hold the college authority responsible. I will be fully responsible for the same.

Date:    /    /20

Sign of Student

(Name \_\_\_\_\_ of

Student.....)

---

I,Mr/Mrs.....father/mother/.....  
...of

Mr./Miss ..... student, am agree with above undertaking and we will be fully responsible for the same.

Further I give the assurance that I will take care so that such situation will not occur in future. In case, if my ward is detained by college, I will not hold college authority responsible for the same.

Date:    /    /20

Place:

Sign of father/mother/.....

(Name:.....)







