Hope Foundation’s

**INTERNATIONAL INSTITUTE OF**

**INFORMATION TECHNOLOGY, PUNE**

**Mentoring Scheme - General Guidelines**

**Mode of conducting sessions:**

* This is not a moral values session. There will be no Dos and Don'ts.
* This session would go primarily on interactive basis. Out of the deliberation, general opinion on the point under discussion may be drawn, wherever applicable.
* It is expected that all the students will actively and spontaneously take part in the discussion, (coming out of their shell).
* During a semester for FE, SE and TE minimum 8 mentor sessions must be conducted and for BE minimum 5 mentor sessions must be conducted.

**Attendance criteria:**

* Attendance criteria remains the same as per the other courses i.e. in principle, a student is expected to attend all the mentor sessions. The attendance should be more than 75% - whatever may be the circumstances.
* If a student is absent in a mentor session, ask him/her the reason for the absence in the next mentor session. If a student is absent in two consecutive mentor sessions, convey it to parents. Tell them that if students are absent, it breaks continuity of the session’s discussions.

**Maintaining student Profile:**

* Mentors should update the student profile on timely basis.

**Maintaining a separate class notebook:**

* Students should maintain a dedicated Notebook for mentoring sessions to take notes. At the end of every session, the Mentor may like to give a glance through and sign it.

**Remarks**

* Language is not a bar. The students may speak in English, Hindi, or their mother- tongue.
* In discussions, take the students from near to far, that is, from what they know to new things and situations.
* The mentor sessions will take ordinary everyday situations, and not extra-ordinary situations. If we can deal with ordinary situations, hopefully we can deal with extra-ordinary situations as and when they arise.
* When discussing a situation, avoid the discussion on third persons. Ask the student to place himself/herself in the shoes of the third person, and speak in first person.
* Bring about a shift from physical things to feeling and mental needs.
* Do not be judgemental. Students should feel free to speak their mind frankly, without feeling the pressure of being judged.
* They should feel comfortable and be able to see a bond with you.
* Avoid talking about hostel, mess, department problems in the mentor sessions. Direct students to appropriate authorities to address these issues.