

GOVT. AIZAWL COLLEGE

MENTORING CELL

MENTORING GUIDELINES FOR TEACHERS

1. One-on-one mentoring/ Confidentiality: Mentoring should always be done on a one-on-one basis, never collectively in a group such as a Zoom meeting. What you discuss with your mentee should be strictly confidential.
2. Mentors to remain unchanging: To develop a closer and more fruitful relationship with the mentees, it is recommended that a teacher-mentor should mentor the same group of mentees from the 1st semester to the 6th. This means that irrespective of whether a teacher takes 1st semester classes, he/she should be given a number of mentees within the department.
3. WhatsApp Mentoring Group: The teacher-mentor should create a WhatsApp group for his/her mentees where everyone can stay in close touch. It is helpful if the mentor can forward and discuss/explain important college notices/notifications. Mentees also greatly appreciate occasional motivational/inspirational messages (though not every day!) Even simple “Good morning, have a nice day” messages can help a mentee feel remembered and cared-for.
4. Documentation of Mentoring Records: Mentors should keep written records of each mentee’s details, including their academic progress. After the publication of each semester exam results, the mentees should be asked to send a scanned copy of their latest grade cards/marksheets, the details of which the mentor will note in his/her mentoring record book.
5. Exam Guidance and Support: Mentors must be aware of whether their mentees have back papers and encourage them to fill up their exam forms in due time. Many students with back papers are careless and often late at filling up exam forms.
6. College Management System: Mentors are requested to instruct their mentees to fill up the full name of his/her respective mentor in the College Management System. This will be helpful in case a student has attendance/disciplinary problems etc and other teachers can easily inform the mentor about their complaints or concerns.