

GOVT. AIZAWL COLLEGE MENTORING CELL

MENTORING GUIDELINES FOR TEACHERS

1. **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. **CONSISTENT MENTORING**: To develop a closer and more fruitful relationship with 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 or not a teacher takes 1st semester classes, he/she should be allotted a number of mentees within the department which should be retained until the mentees graduate.
3. **WHATSAPP GROUPS**: 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. **MAINTAIN WRITTEN 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 records. Mentors may also keep records of their mentees’ progress in the Internal exams, as well as their class attendance.
5. **KEEP TRACK OF MENTEES’ BACK PAPERS**: Mentors should know 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. **WHATSAPP VIDEO CALLS**: For your first meeting with a mentee, a WhatsApp video call is recommended in these pandemic times. The video will reveal many things about your mentee – including his/her home and economic conditions. Also do remember that young people today are quite comfortable with WhatsApp video calls.
7. **MENTEES’ COVID HEALTH etc**: Mentors might also be kind enough to enquire about the health of mentees and their families, noting whether they have had Covid-19 or been tested and whether they have received vaccines. Discreet enquiries about their financial conditions under Lockdown/Covid and possibly helping out if needed is also suggested. Enquiries about their online classes and internet connectivity problems is a good idea as well.