



# ALDER COLLEGE

Sepfuzou, Kohima, Nagaland - 797001

MENTOR - MENTEE PROGRAMME - HIGHER SECONDARY

# MENTEE PROFILE

NAME OF THE MENTEE

---

NAME OF THE MENTOR

---

DATE OF JOINING THE PROGRAMME

---

PERIOD

---

to

---

## MENTOR – MENTEE POLICY

All students enrolled in the college will be part of the programme. Senior teachers are appointed as mentors to guide and nurture students. Each student is assigned a mentor for the entire duration of study in the institution. A mentee profile is maintained by the mentor which is kept strictly confidential. An academic progress report card is maintained along side the mentee profile to track the mentee's development and progress. The mentors convene meeting with the mentee in the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semester and convene meeting with the parent/guardian in the 2<sup>nd</sup>, 4<sup>th</sup> and 6<sup>th</sup> semester.

## OBJECTIVES

- To guide students at a personal level and to monitor beyond the academic progress of the students.
- to identify the strength and weakness in the personal life of the student and provide guidance accordingly.
- to improve human interaction in the campus.
- to minimize dropouts by ensuring that students achieves emotional stability and motivation, better discipline, better academic profile and increased participation in all the activities of the college and beyond.
- to provide personal counseling in complete confidence and reference for corrective measures.
- to keep the parents/guardians updated on their child/ward performance.
- To offer corrective measures to erring students and motivation to others.

## GUIDELINES

Mentors will be nominated by the Mentoring cell and appointed by the Principal. A mentor shall be a senior teacher having completed atleast eight years of teaching experience. The mentor should maintain the institutional code of conduct as teachers and keep the relationship strictly professional. The mentor shall retain the mentee's informations under strict confidentiality and inform the appropriate authority as and when situation demands. Mentees must always treat their mentors as their teacher first and give due respect and honor.

## THE PROGRAMME

Alder College Mentoring programme was initiated in 2014 as one of the the institution's best practices. The success of the programme has been evidenced by improvement in overall performance of the students. It has been observed that a desirable improvement in the student's attendance has taken place. Mutual respect among the students and between student-teacher has also been facilitated. The programme has brought about a humanizing environment on campus and at the same time helped the students to be closer and open to the teachers. It has motivated students to be participatory in the activities conducted by the college. The mentors has been able to motivate the potential performers to consistently do well in studies. This programme has resulted in improved discipline and helped in improving behavioural attitude. It has helped to resolve conflict between student- student, students-teachers, students-staff. It has increased the confidence of the parents in the teachers

## A. MENTEE PROFILE

1. Name in full : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Gender : \_\_\_\_\_
4. Identification Mark : \_\_\_\_\_
5. Adhaar Number : \_\_\_\_\_
6. University Registration Number : \_\_\_\_\_
7. Mobile Number : \_\_\_\_\_
8. Email Address : \_\_\_\_\_
9. Present Address : \_\_\_\_\_  
\_\_\_\_\_
10. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
11. Father's Name : \_\_\_\_\_  
Occupation : \_\_\_\_\_  
Contact number : \_\_\_\_\_
12. Mother's Name : \_\_\_\_\_  
Occupation : \_\_\_\_\_  
Contact Number : \_\_\_\_\_
13. Number of Siblings : \_\_\_\_\_  
(mention if anyone is in the same college)
14. Name of local guardian : \_\_\_\_\_  
Relation with the mentee : \_\_\_\_\_  
Occupation : \_\_\_\_\_  
Contact number : \_\_\_\_\_  
Residential Address : \_\_\_\_\_  
\_\_\_\_\_
15. Blood Group : \_\_\_\_\_
16. Nationality : \_\_\_\_\_ Tribe : \_\_\_\_\_
17. Category (SC/ST/OBC/ Others) : \_\_\_\_\_

### 18. Mentoring Programme Meeting Attendance

1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	3 <sup>rd</sup> Semester
4 <sup>th</sup> Semester	5 <sup>th</sup> Semester	6 <sup>th</sup> Semester

## B. ACADEMIC PROFILE

Date of Admission to the Institution : \_\_\_\_\_

*\*Mention reason incase of late admission*

Programme Admitted to (✓) : Honours  Pass Course

Specify Honours Subject : \_\_\_\_\_

Name of the institution last attended : \_\_\_\_\_

Division/Grade of the last examination : \_\_\_\_\_

Division/Grade on completion of course : \_\_\_\_\_

## C. CURRICULAR ENGAGEMENTS

### B.A 1<sup>st</sup> Semester:

	Subject Combination	Internal Assessment Attendance						Reason for absence
		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
1		P	A	P	A	P	A	
2		P	A	P	A	P	A	
3		P	A	P	A	P	A	
4		P	A	P	A	P	A	
5		P	A	P	A	P	A	
6		P	A	P	A	P	A	

### B.A 2<sup>nd</sup> Semester:

	Subject Combination	Internal Assessment Attendance						Reason for absence
		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
1		P	A	P	A	P	A	
2		P	A	P	A	P	A	
3		P	A	P	A	P	A	
4		P	A	P	A	P	A	
5		P	A	P	A	P	A	
6		P	A	P	A	P	A	

**B.A 3<sup>rd</sup> Semester:**

	Subject Combination	Internal Assessment Attendance						Reason for absence
1		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
2		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
3		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
4		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
5		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
6		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	

**B.A 4<sup>th</sup> Semester:**

	Subject Combination	Internal Assessment Attendance						Reason for absence
1		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
2		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
3		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
4		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
5		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
6		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	

**B.A 5<sup>th</sup> Semester:**

	Subject Combination	Internal Assessment Attendance						Reason for absence
1		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
2		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
3		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
4		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
5		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	
6		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
		P	A	P	A	P	A	

**B.A 6<sup>th</sup> Semester:**

	Subject Combination	Internal Assessment Attendance						Reason for absence
		1 <sup>st</sup> Activity		2 <sup>nd</sup> Activity		3 <sup>rd</sup> Activity		
1		P	A	P	A	P	A	
2		P	A	P	A	P	A	
3		P	A	P	A	P	A	
4		P	A	P	A	P	A	
5		P	A	P	A	P	A	
6		P	A	P	A	P	A	

Note: Refer progress report card for scores and attendance percentage.

**D. SWOT Analysis of the Mentee**

<p><b>a) STRENGTHS</b>            What do you do well?            What unique resources can you draw on?            What do others see as your strengths?</p>	<p><b>b) WEAKNESSES</b>            What could you improve at?            Where do you have fewer resources than others?            What are others likely to see as your weaknesses?</p>
<p><b>c) OPPORTUNITIES</b>            What opportunities are open to you?            What trends could you take advantage of?</p>	<p><b>d) THREATS</b>            What threats could harm your strengths?            What threats do your weaknesses expose?</p>

Note: Mention date and time to track progress whenever additions are made.

**Special mention/ability/experiences**

Creativity

Literary

Games and sports

\_\_\_\_\_

Hobbies : \_\_\_\_\_

Short-term goal : \_\_\_\_\_

Long-term goal/ ambition : \_\_\_\_\_

## E. ATTITUDINAL/ BEHAVIOURAL ASPECTS

### 1. Disciplinary referrals

Date	Class	Reason	Action taken	Remark

\* Use the back page for detail remarks. Action taken includes parents call, issuance of warning letter, TC or expulsion

### 2. College Attachments

#### a) Excused Absences

Date	Class	Reason	Leave status

#### b) Unexcused Absences

Date	Class	Reason	Remark

### 3. Civility

Politeness	Respectful	Humility	Sincerity	Punctuality	Discipline	Sociability
Integrity						

\*rate the mentee on a scale of 5. (5 - very good, 4- good , 3 -average 2 -poor, 1- very poor)

### 4. Values and principles

	Statements	1	2	3	4	5
1	I believe that every person should be treated equally.					
2	I believe that I should obey rules and regulation even when no one is around.					
3	It is important for me to stay humble and honest.					
4	I like helping people around me.					
5	I like to show respect to my principal, teachers and other college staff.					
6	Being truthful and loyal is a priority in my life.					
7	I strongly believe that we should care about the environment					

**F. PSYCHOSOCIAL ASPECTS**

1. Medical or surgical history
2. Alcohol or drug use
3. Legal history
4. Family history (parents/ siblings illness or relational issues)
5. Social history (social network/ current living situations/ any significant life event/s)
6. Developmental history (childhood personality/friends/hobbies)
7. Educational history (academicexcellence or failures)
8. Financial assessment
9. Spiritual assessment
10. Current medication (if any)

**G. ENGAGEMENTS IN CO-CURRICULAR ACTIVITIES**

**1. Clubs/cells membership:**

- I) \_\_\_\_\_
- II) \_\_\_\_\_
- III) \_\_\_\_\_
- IV) \_\_\_\_\_
- V) \_\_\_\_\_
- VI) \_\_\_\_\_

*\*Role in ACSU, Editorial board to be mentioned here*



**2. Participation/ attendance in college activities**

Sl. no	Name of the activity/programme	Organising cell/club	Date	Participation/ attendance	Award/ Recognition

**3. Participation outside the College**

Sl. no	Name of the programme/scheme	Organising unit/agency	Date	Participation/ attendance	Award/ Recognition

**4. Enrollment in college capacity enhancement programmes**

Capacity enhancement programmes	Number of session	Period From- to	Faculty incharge	Outcome
Remedial Classes				
Bridge Courses				
Mentoring Programme				
Personal Counselling				
Book Club				

## H. PROGRESSION/PLACEMENT/ SUPPORT

### 1. Scholarships/freeships

	Name/title of the scheme	Amount Received	Remarks
From the institution			
From other sources <i>(Post matric scholarship, State merit scholarship, etc)</i>			

### 2. Outstanding performance in sports/cultural activities at institutional/district/ state/ national/ international level

Name of the activity	Date	Name of the medal or award	Level	Team/individual

### 3. Progression and placement

Programme graduated from	year	Name/ date/year of joining the institution	Name of the programme admitted to	Qualifying in State/national international level examination with year (NET/TOFEL/NPSC/UPSC etc) <i>*Mention posts in case of placement</i>





