

Mentor-Mentee Program Policy

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1. Introduction

The Mentor-Mentee Program at Institute of Engineering & Management, Kolkata, is designed to foster professional and personal growth among students, faculty, and staff. This policy outlines the program's goals, structure, roles and responsibilities, and guidelines for participation.

2. Program Goals

- To provide guidance and support to mentees in their academic, professional, and personal development.
- To facilitate knowledge transfer and skill development among faculty and staff.
- To foster a supportive and collaborative community within the institute.
- To enhance the overall learning experience for students.

3. Eligibility

- **Mentors:** Faculty members, senior administrative staff, and industry professionals with significant experience.
- **Mentees:** Undergraduate and postgraduate students of the institute.

4. Mentor and Mentee Roles and Responsibilities

- **Mentor:**
 - Provides guidance and support to mentee.
 - Shares knowledge and expertise.
 - Helps mentee set career goals and develop a plan to achieve them.
 - Facilitates networking opportunities.
 - Offers constructive feedback and encouragement.
- **Mentee:**
 - Actively seeks guidance and support from mentor.
 - Demonstrates commitment to personal and professional development.
 - Maintains open and honest communication with mentor.
 - Sets clear goals and expectations for the mentorship relationship.

5. Matching Process

- Mentors and mentees will be matched based on shared interests, academic background, career goals, and availability.
- The institute will facilitate the matching process through a centralized system or online platform.





6. Program Structure

- The mentorship program will typically run for one academic year.
- Mentors and mentees will meet regularly (e.g., bi-weekly or monthly) for face-to-face or virtual meetings.
- Additional activities, such as workshops, seminars, and networking events, may be organized to enhance the program.

7. Confidentiality All interactions between mentors and mentees are confidential. Information shared during mentorship sessions should not be disclosed to third parties without explicit permission.

8. Evaluation The program will be evaluated periodically to assess its effectiveness and to identify areas for improvement. Feedback from mentors and mentees will be collected to inform program modifications.

9. Termination of Mentorship Either the mentor or mentee may terminate the mentorship relationship at any time by providing written notice to the program coordinator.

10. Dispute Resolution In case of any disputes or conflicts, the program coordinator will mediate and facilitate a resolution.

11. Program Administration The program will be administered by a designated program coordinator who will oversee the matching process, provide support to mentors and mentees, and organize program activities.

By adhering to this policy, Institute of Engineering & Management aims to create a thriving mentorship culture that benefits all students and contributes to the overall growth and development of the institute.



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