

Standard Operating Procedures (SOPs) for Mentor – Mentee Programme

Aim: A structured procedure for identification of Mentor and Mentees with core subjects/fields for learning and professional development in long term

1. Mentors:

Mentor is an experienced individual who acts as a guide, advisor, and coach to an individual or collective Induction Trainee (s) in their academic, personal, and professional development. They share their expertise, provide support, give constructive feedback, and offer guidance based on their own past experiences within the institution.

2. Roles of Mentors:

A mentor's primary role is to offer selfless support to the mentee with valuable advice on academic works, career paths, growth and provide emotional encouragement, moral support, especially during challenging times. Also provide constructive criticism on a mentee's performance and provide connections and opportunities by leveraging their professional network.

3. Mentee:

Mentee is an Induction Training officer who desires to learn, need guidance, support, and specific knowledge from a more experienced person, known as a mentor.

4. Selection of Mentors:

Faculty members, Guest Faculties, Subject Experts, Alumnus, and officials with their specific subject knowledge are documented in the CASFOS faculty Data base. Mentors are mapped for respective field based on the domain expertise. Google forms are designed in such a way that mentee while opting for the field in which he/she needs mentorship automatically taken to the list of mentors in the selected field. Once mentee choose the field, he/she will be mapped based on the chosen options. Based on the availability of mentors sessions will be scheduled to interact formally with mentors for which honourarium will be paid to Mentors. In this regard, Mentors may be contacted and concurrence be obtained to be as Mentor. Mentors may be assigned for guidance and support to an induction trainee.

5. Enumerating subjects/fields for learning:

List of Subjects and Fields are collected from the core syllabus of SFS Induction Training and incorporated in a google form for circulation among Induction Trainees officers to identify his/her required field for mentorship.

6. Mapping process for Mentor – Mentee learning:

Circulate the google form among the Induction Training officer (mentee) for matching their required fields/subjects to match their subject experts (mentors) for learning.

Assign one or more Officer Trainees (mentee) at the maximum 5 Mentees to a Mentor based on their subject demand for learning throughout the training period or even after that under Continuous learning.

7. On boarding Process of Mentor-Mentee Programme:

A transparent and consistent procedure is to be followed to ensure every trainee is paired with a mentor. A structured balanced ratio (one Mentor:5 Mentees) to be ensured between Mentorship allotment to the number of Officer trainees. The roles and responsibilities of each mentor and mentee are clearly described and communicated officially at the beginning of each Induction training schedule.

8. Scheduling of Mentor Mentee sessions:

Beginning of every month Google sheet will be circulated among Officer Trainees to collect responses in respect of the topics which they would like to discuss with mentor. Followed by that Official Communication will be sent to each mentor mentioning that the topics which are requested to be discussed by mentees along with the request to convenient time to schedule the session either online/offline mode. Based on the reply from Mentor session has to be scheduled every month.

9. Evaluating Mentor-Mentee Programme

Google Feedback forms are to be prepared and circulated among mentees and mentors to evaluated and analysis the mentor-mentee performance and outcomes, highlighting improvements or corrective actions taken.

Action Taken Reports (ATRs) and any corrective measures are to be implemented to enhance the mentor-mentee support.

