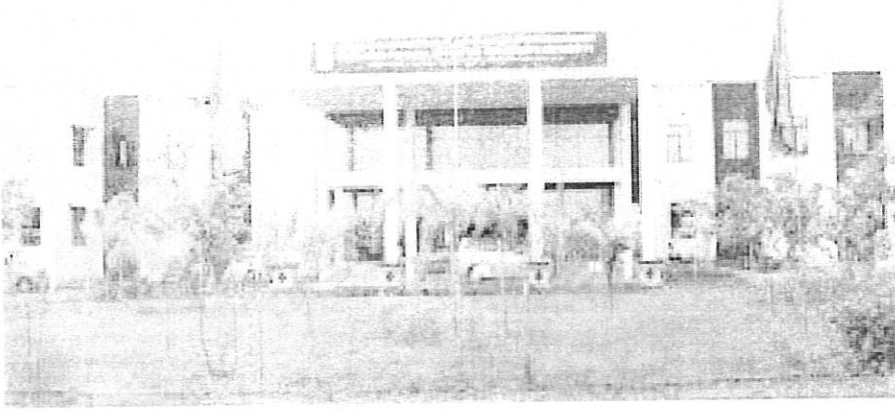




தமிழ்நாடு உடற்கல்வியியல் மற்றும் விளையாட்டுப் பல்கலைக்கழகம்
TAMIL NADU PHYSICAL EDUCATION AND SPORTS UNIVERSITY
Accredited with "B" Grade by NAAC
India's First State University in Physical Education and Sports



GUIDELINES GIVEN BY THE IQAC TO THE MENTORS

(2022-2023)



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MENTOR GUIDELINES

Mentoring is the process of overseeing effective realization of one's potential and beyond in terms of goals, skill set, practical knowledge, confidence, Sports performance, governing the rules and regulation, social and ethical attitude. It is Supportive relationship, in which an experienced individual helps mentee in developing a less experienced one in progressing within and beyond their realizable potential. This one-to-one relationship interaction is intended to identify and address the issues of students (mentees) to enhance their academic and personal potential in the early career stage. In doing so, the faculty (Mentor) will also be benefited from the mentoring experience.

Mentor Mentee system of Tamil Nadu Physical Education and Sports University Faculty members are the mentors of a group of 20 students. The students will be under the same mentor for three years until they complete their education. The meeting of the mentor mentee will be once in a month, if required the mentee shall approach the mentor.

OBJECTIVES

- To create collaborative environment amongst students and facilitators and establishing network of transparency both in academic and administrative matters.
- To familiarize the greater culture of the university to all aspiring graduates to accomplish quality education.
- To lay the foundation of lifelong learning and ethical conduct and behavior in all aspects with positive motivation, morale boosting and sense of community acceptance.

BENEFITS FOR MENTEES

- To understand the scope for career growth and strategies.

- Up-gradation of soft skills such as oral and written communication, behavior and business communications.
- Greater confidence and public addressing capabilities.
- Career advancements and realization of self-esteem.
- Motivation and Improved performance.
- Enhances skills in coaching, counseling, listening and modeling.

BENEFITS OF MENTOR:

- Showcase mentoring efficacy in terms of owning the responsibility of mentee in terms of growth and overall development of mentee.
- A platform to demonstrate communication and interpersonal skills.
- Learning and developing themselves from the process.
- Opportunity to build leadership and coaching skills.
- Recognition by the university and enriched responsibilities that follow.
- Enhance dynamism in human resource management through dealing diligently with people of various natures.

BENEFITS FOR UNIVERSITY:

- Identification of high performing individuals and hence possibility of expansion in to new horizons thorough these high performing personnel.
- Establishment of transparent and trusted system.
- Better platform creation for knowledge, expertise sharing and institutionalize the standard working practices.
- Enhances cross-functional and collaborative work environment that inspires competitive involvement for greater growth of the university.

THE MENTORING PROCESS :

Definition :

University means the Tamil Nadu Physical Education and Sports University.

Mentor means a faculty/ teacher serving the university.

Mentee means students on roll that are pursuing / starting their education at the university.

FUNCTION:

FACULTY - Provide Guidelines and support to the mentee.

COUNCELLOR - Facilitate the mentee in leasing their future course of action and in decision making.

PROCESS:

- The mentors maintain documentary records of mentoring process carried out.
- Meetings are arranged and functions are elaborated to the mentees by respective mentors.
- As and when demanded by the concerned authority, mentor records are submitted.

MENTOR:

- Function as a coach and a role model and provide advice to enhance the mentee's professional performance and development.
- Function as an advisor/ cultivator that seeks to assist the mentee in personal development that contributes in maintaining societal harmony.

MENTEE:

- Learn effectively through the mentoring/ suggestions/expert advice of the mentor.
- Discuss and strategically plan for effective course of action.
- Use the said platform to overcome any issues that may be hindering the progress both in personal and academic matters.
- Faculty need to know their mentees first.
- What the mentee currently does in relation to work activities
- Explore education and career history and career aspirations
- Discuss motivation
- What does she/he want to get out of the mentoring relationship?

- Let mentee know about you
- Your current job and your career history
- What has motivated you? Have you always been clear about your chosen career path?
- Why you want to be a mentor and what you want to get out of the experience
- Your preferred working style – how she/he can get the best from you.

THE DO'S AND DON'TS OF A MENTOR

DO'S:

- Focus on Mentees need and goals.
- Be positive, enthusiastic and supportive.
- Keep the door open for mentee to contact you in future.
- Set time to meet mentee.
- Maintain professional boundaries.
- Concise expectations clearly.
- Deal with mentee in an ethical and professional manner.
- Be considerate about the mentee's feelings and emotions.

DON'T:

- Stick to the core purpose of mentoring. Don't use mentee for personal favours of any kind.
- Mentor –mentee relation is respectful and deemed confidential. Don't in filter it with gossip of any kind.
- Restrict the influence only on progressive and positive aspects through counseling. Don't end up in 'fault- finding'.
- Use authoritative tone.
- Don't violate confidentiality.
- Lend money.
- Don't automatically give advice and criticism.
- Take mentee for granted.

MENTEE DO'S:

- Communicate appropriately the expectations.
- Maintain the relation within the set decorum.
- Keep all relevant information updated to the mentor.
- Exhibit improvement in professional interaction with mentor.

MENTEE DON'TS:

- Be independent to the extent of managing yourself in all aspects.
- Don't keep the rate of dependence on the mentor as same.
- Decision making is eventually yours.
- Don't let anyone let alone the mentor do it for you
- Mentor is supposed to be helping you become a better professional in all aspects.
- Don't in filter it with gossip of any kind.

ETHICAL PRINCIPLES:

- Mentor's role is to help the mentee become better individual. Care must be exercised not to harm them in any way.
- Both the mentor and mentee should maintain loyalty and responsibility.
- Mentor must maintain Integrity, fairness and Justice.
- Mentor must uphold the need for continuous learning in terms of accuracy, honesty and truthfulness in supportive relationship system.
- Stealing, cheating or engaging in frauds, deception or intentional misrepresentation of facts is unethical.
- Potential biases, scope of mentor's competencies and limitations must not lead to or condone unfair practices.
- Human dignity and worth of people must be respected. Basic professional rights of privacy, confidentiality and self-determination must be upheld.

Lucretia
27/10/22
IQAC DIRECTOR

Naresh
Mhd