



Handbook for Mentors

About Mentoring at DME

The basic idea of Mentoring cell is to create a conducive environment for faculty (Mentor) and student (Mentee) relationship. To resolve day to day activities of the students, mentors are appointed for a batch of 60 students. However, a mentoring session is conducted for 30 students at a time. Mentors counsel the respective students once a week, to solve the problems come across during their course of study. The impact of a mentor's guidance and wisdom will create a long-term effect and mentees will realize its positive results over time in their life journey. A mentor is one who takes a special interest in helping their Mentees develop into successful professionals. The nature of a mentoring relationship varies with the level and activities of both student and mentor. In general, however, each relationship must be based on a common goal: to advance the educational and personal growth of the student.

This is a continuous process till the end of the academic career of the student. During the last semester of study, students are advised for higher studies along with proper career guidance. Reasonable numbers of students have secured admissions for their higher studies and they in turn guide their juniors in their prospective admissions.

Objectives:

- Make the students adapt to the new environment and academic schedule, understand the needs of the curriculum, and develop healthy interpersonal relationships and also personality development.
- Guiding the students to choose the right career paths for jobs, higher studies, entrepreneurship etc, is the prime motto.
- Motivate the students and develop the confidence to take up challenging tasks in their lives and help society in nation building.

- Identify the potential and interests of his mentees and guide them accordingly towards active participation in co-curricular, extra-curricular, institute and university level activities.

Key points:

- Mentoring is an interpersonal communication between mentee-mentor
- Mentor should be fully aware of the mentee's progress/status/problems/issues etc
- Mentor should be able to handle the mentee in the best possible manner
- Mentee Card to be used effectively for record-keeping

Mentoring Sessions:

- In the mentoring session mentors will discuss the results/videos shown on the topic
- Mentees should be encouraged to speak up about themselves
- Mentors to guide mentees
- Make it an interactive and two-way communication
- Giving remarks in mentee cards on CollPoll

Mentoring Calendar (Media School – I semester)

Session No	Theme	Date	Month
1.	Self-Introduction (Roll No 1-30)	Week 3	November
2.	Self-Introduction (Roll No 31-60)	Week 4	November
3.	Mentoring Roll No 1-20	Week 1	December
4.	Mentoring Roll No 21-40	Week 2	December
5.	Mentoring Roll No 41-60	Week 3	December
6.	DME Vision+Mission+Ethos (Roll No 1-30)	Week 4	December
7.	DME Vision+Mission+Ethos (Roll No 31-60)	Week 1	January
8.	Mentoring Roll No 1-20	Week 2	January
9.	Mentoring Roll No 21-40	Week 3	January
10.	Mentoring Roll No 41-60	Week 4	January
11.	LinkedIn profile creation (Roll No 1-30)	Week 1	February
12.	LinkedIn profile creation (Roll No 31-60)	Week 2	February
13.	Mentoring Roll No 1-20	Week 3	February
14.	Mentoring Roll No 21-40	Week 4	February
15.	Mentoring Roll No 41-60	Week 1	March
16.	Consuming News (Roll No 1-30)	Week 2	March
17.	Consuming News (Roll No 31-60)	Week 3	March

Mentoring Calendar (Media School – III semester)

Session No	Theme	Date	Month
1.	SWOC (Roll No 1-30)	Week 4	September
2.	SWOC (Roll No 31-60)	Week 1	October
3.	Mentoring Roll No 1-10	Week 2	October
4.	Mentoring Roll No 11-20	Week 3	October
5.	Mentoring Roll No 21-30	Week 4	October
6.	Mentoring Roll No 31-40	Week 1	November
7.	Mentoring Roll No 41-50	Week 2	November
8.	Mentoring Roll No 51-60	Week 3	November
9.	Time Management (Roll No 1-30)	Week 4	November
10.	Time Management (Roll No 31-60)	Week 1	December
11.	Mentoring Roll No 1-10	Week 2	December
12.	Mentoring Roll No 11-20	Week 3	December
13.	Mentoring Roll No 21-30	Week 4	December
14.	Mentoring Roll No 31-40	Week 1	January
15.	Mentoring Roll No 41-50	Week 2	January
16.	Mentoring Roll No 51-60	Week 3	January

Mentoring Calendar (Media School – V semester)

Session No	Theme	Date	Month
1.	Leadership Skills (Roll No 1-30)	Week 2	August
2.	Leadership Skills (Roll No 31-60)	Week 3	August
3.	Mentoring Roll No 1-10	Week 4	August
4.	Mentoring Roll No 11-20	Week 1	September
5.	Mentoring Roll No 21-30	Week 2	September
6.	Mentoring Roll No 31-40	Week 3	September
7.	Mentoring Roll No 41-50	Week 4	September
8.	Mentoring Roll No 51-60	Week 1	October
9.	EQ (Roll No 1-30)	Week 2	October
10.	EQ (Roll No 31-60)	Week 4	October
11.	Mentoring Roll No 1-10	Week 1	November
12.	Mentoring Roll No 11-20	Week 2	November
13.	Mentoring Roll No 21-30	Week 3	November
14.	Mentoring Roll No 31-40	Week 4	November
15.	Mentoring Roll No 41-50	Week 1	December
16.	Mentoring Roll No 51-60	Week 2	December

Mentoring Calendar (Management School – I semester)

Session No	Theme	Date	Month
1.	Self-Introduction (Roll No 1-30)	Week 3	November
2.	Self-Introduction (Roll No 31-60)	Week 4	November
3.	Mentoring Roll No 1-20	Week 1	December
4.	Mentoring Roll No 21-40	Week 2	December
5.	Mentoring Roll No 41-60	Week 3	December
6.	DME Vision+Mission+Ethos (Roll No 1-30)	Week 4	December
7.	DME Vision+Mission+Ethos (Roll No 31-60)	Week 1	January
8.	Mentoring Roll No 1-20	Week 2	January
9.	Mentoring Roll No 21-40	Week 3	January
10.	Mentoring Roll No 41-60	Week 4	January
11.	LinkedIn profile creation (Roll No 1-30)	Week 1	February
12.	LinkedIn profile creation (Roll No 31-60)	Week 2	February
13.	Mentoring Roll No 1-20	Week 3	February
14.	Mentoring Roll No 21-40	Week 4	February
15.	Mentoring Roll No 41-60	Week 1	March
16.	Video cases of Successful Entrepreneurs (Steve Jobs, Mukesh Ambani, Ritesh Agarwal, Indra Nooyi etc.) (Roll No 1-30)	Week 2	March
17.	Video cases of Successful Entrepreneurs (Steve Jobs, Mukesh Ambani, Ritesh Agarwal, Indra Nooyi etc.) (Roll No 31-60)	Week 3	March

Mentoring Calendar (Management School – III semester)

Session No	Theme	Date	Month
1.	SWOC (Roll No 1-30)	Week 3	September
2.	SWOC (Roll No 31-60)	Week 4	September
3.	Mentoring Roll No 1-10	Week 1	October
4.	Mentoring Roll No 11-20	Week 2	October
5.	Mentoring Roll No 21-30	Week 3	October
6.	Mentoring Roll No 31-40	Week 4	October
7.	Mentoring Roll No 41-50	Week 1	November
8.	Mentoring Roll No 51-60	Week 2	November
9.	Time Management (Roll No 1-30)	Week 3	November
10.	Time Management (Roll No 31-60)	Week 4	November
11.	Mentoring Roll No 1-10	Week 1	December
12.	Mentoring Roll No 11-20	Week 2	December
13.	Mentoring Roll No 21-30	Week 3	December
14.	Mentoring Roll No 31-40	Week 4	December

15.	Mentoring Roll No 41-50	Week 1	January
16.	Mentoring Roll No 51-60	Week 2	January

Mentoring Calendar (Management School - V semester)

Session No	Theme	Date	Month
1.	Personal Grooming - (Dressing, Presentation, Confidence) (Roll No 1-30)	Week 2	August
2.	Personal Grooming - (Dressing, Presentation, Confidence) (Roll No 31-60)	Week 3	August
3.	Mentoring Roll No 1-10	Week 4	August
4.	Mentoring Roll No 11-20	Week 1	September
5.	Mentoring Roll No 21-30	Week 2	September
6.	Mentoring Roll No 31-40	Week 3	September
7.	Mentoring Roll No 41-50	Week 4	September
8.	Mentoring Roll No 51-60	Week 1	October
9.	EQ (Roll No 1-30)	Week 2	October
10.	EQ (Roll No 31-60)	Week 4	October
11.	Mentoring Roll No 1-10	Week 1	November
12.	Mentoring Roll No 11-20	Week 2	November
13.	Mentoring Roll No 21-30	Week 3	November
14.	Mentoring Roll No 31-40	Week 4	November
15.	Mentoring Roll No 41-50	Week 1	December
16.	Mentoring Roll No 51-60	Week 2	December

Mentoring Calendar (Law School – I semester)

Session No	Theme	Date	Month
1.	Self-Introduction (Roll No 1-30)	Week 3	November
2.	Self-Introduction (Roll No 31-60)	Week 4	November
3.	Mentoring Roll No 1-20	Week 1	December
4.	Mentoring Roll No 21-40	Week 2	December
5.	Mentoring Roll No 41-60	Week 3	December
6.	DME Vision+Mission+Ethos (Roll No 1-30)	Week 4	December
7.	DME Vision+Mission+Ethos (Roll No 31-60)	Week 1	January
8.	Mentoring Roll No 1-20	Week 2	January
9.	Mentoring Roll No 21-40	Week 3	January
10.	Mentoring Roll No 41-60	Week 4	January
11.	LinkedIn profile creation (Roll No 1-30)	Week 1	February
12.	LinkedIn profile creation (Roll No 31-60)	Week 2	February
13.	Mentoring Roll No 1-20	Week 3	February
14.	Mentoring Roll No 21-40	Week 4	February
15.	Mentoring Roll No 41-60	Week 1	March
16.	Bare Acts and their indispensability in classrooms (Roll No 1-30)	Week 2	March
17.	Bare Acts and their indispensability in classrooms (Roll No 31-60)	Week 3	March

Mentoring Calendar (Law School – III semester)

Session No	Theme	Date	Month
1.	Individual's responsibility towards the environment (Roll No 1-30)	Week 2	September
2.	Individual's responsibility towards the environment (Roll No 31-60)	Week 3	September
3.	Mentoring Roll No 1-10	Week 4	September
4.	Mentoring Roll No 11-20	Week 1	October
5.	Mentoring Roll No 21-30	Week 2	October
6.	Mentoring Roll No 31-40	Week 3	October
7.	Mentoring Roll No 41-50	Week 4	October
8.	Mentoring Roll No 51-60	Week 1	November
9.	Time Management (Roll No 1-30)	Week 2	November
10.	Time Management (Roll No 31-60)	Week 3	November
11.	Mentoring Roll No 1-10	Week 4	November
12.	Mentoring Roll No 11-20	Week 1	December
13.	Mentoring Roll No 21-30	Week 2	December
14.	Mentoring Roll No 31-40	Week 3	December
15.	Mentoring Roll No 41-50	Week 4	December
16.	Mentoring Roll No 51-60	Week 1	January

Mentoring Calendar (Law School – V semester)

Session No	Theme	Date	Month
1.	SWOC Analysis, Identifying Interest Areas (Roll No 1-30)	Week 2	August
2.	SWOC Analysis, Identifying Interest Areas (Roll No 31-60)	Week 3	August
3.	Mentoring Roll No 1-10	Week 4	August
4.	Mentoring Roll No 11-20	Week 1	September
5.	Mentoring Roll No 21-30	Week 2	September
6.	Mentoring Roll No 31-40	Week 3	September
7.	Mentoring Roll No 41-50	Week 4	September
8.	Mentoring Roll No 51-60	Week 1	October
9.	EQ (Roll No 1-30)	Week 2	October
10.	EQ (Roll No 31-60)	Week 4	October
11.	Mentoring Roll No 1-10	Week 1	November
12.	Mentoring Roll No 11-20	Week 2	November
13.	Mentoring Roll No 21-30	Week 3	November
14.	Mentoring Roll No 31-40	Week 4	November
15.	Mentoring Roll No 41-50	Week 1	December
16.	Mentoring Roll No 51-60	Week 2	December

Mentoring Calendar (Law School – VII semester)

Session No	Theme	Date	Month
1.	Legal Quiz: Current affairs and further discussion (Roll No 1-30)	Week 2	August
2.	Legal Quiz: Current affairs and further discussion (Roll No 31-60)	Week 3	August
3.	Mentoring Roll No 1-10	Week 4	August
4.	Mentoring Roll No 11-20	Week 1	September
5.	Mentoring Roll No 21-30	Week 2	September
6.	Mentoring Roll No 31-40	Week 3	September
7.	Mentoring Roll No 41-50	Week 4	September
8.	Mentoring Roll No 51-60	Week 1	October
9.	EQ (Roll No 1-30)	Week 2	October
10.	EQ (Roll No 31-60)	Week 4	October
11.	Mentoring Roll No 1-10	Week 1	November
12.	Mentoring Roll No 11-20	Week 2	November
13.	Mentoring Roll No 21-30	Week 3	November
14.	Mentoring Roll No 31-40	Week 4	November
15.	Mentoring Roll No 41-50	Week 1	December
16.	Mentoring Roll No 51-60	Week 2	December

Reference Material for Mentors

Leadership Skills

Mentors to cover the following points:

- Types of Leadership
- Examples of great leaders from any field
- Traits of a successful leader
- Leader vs Boss
- Suggest books for reading
- The 7 Habits of Highly Effective People Book by Stephen Covey
- Dare to Lead: Brave Work. Tough Conversations. Whole Hearts Book by Brené Brown
- <https://www.youtube.com/watch?v=aUYSDEYdmzw>
- <https://www.youtube.com/watch?v=kARkOdRHaj8>
- <https://www.youtube.com/watch?v=nSUJwmPQEyg>
- <https://testyourself.psychtests.com/testid/2152>
- https://www.mindtools.com/pages/article/newLDR_50.htm

Emotional Quotient

- What is EQ? Why it is important?
- How to Improve Your Emotional Intelligence
- Tips to improve Emotional Intelligence
- <https://www.helpguide.org/articles/mental-health/emotional-intelligence-eq.htm>
- <https://www.todaysparent.com/kids/kids-health/eq-vs-iq-why-emotional-intelligence-will-take-kids-farther-in-life/>
- <https://www.youtube.com/watch?v=Sh-0FPTrSL4>
- <https://www.youtube.com/watch?v=vEjpiSUUQqg>
- <https://www.youtube.com/watch?v=pt74vK9pgIA>
- <https://www.youtube.com/watch?v=G-f2YjuMcU>
- <https://www.arealme.com/eq/en/>
- <https://globalleadershipfoundation.com/geit/eitest.html>

Personal Grooming

- Personal Grooming Tips, Importance and Benefits
- Self-Grooming/Self Care
- Personal Grooming Courses
- <https://www.youtube.com/watch?v=EU2IE6zhbvQ>
- <https://www.youtube.com/watch?v=KJY92tluaoY>

Emotional Quotient

- What is EQ? Why it is important?
- How to Improve Your Emotional Intelligence
- Tips to improve Emotional Intelligence
- <https://www.helpguide.org/articles/mental-health/emotional-intelligence-eq.htm>
- <https://www.todaysparent.com/kids/kids-health/eq-vs-iq-why-emotional-intelligence-will-take-kids-farther-in-life/>
- <https://www.youtube.com/watch?v=Sh-0FPTrSL4>
- <https://www.youtube.com/watch?v=vEjpiSUUQgg>
- <https://www.youtube.com/watch?v=pt74vK9pgIA>
- <https://www.youtube.com/watch?v=G-f2YjuMcU>
- <https://www.arealme.com/eq/en/>
- <https://globalleadershipfoundation.com/geit/eitest.html>

SWOC

- Talk about why SWOC is important?
- How to do SWOC?
- How to overcome Challenges?
- <https://collegemarker.com/blogs/swot-analysis-for-better-performance/>
- <https://www.youtube.com/watch?v=2dWPvnZqcNM>
- <https://pestleanalysis.com/what-is-swoc-analysis/>
- <https://eklavyparv.com/eklavyaism/insights-views/548-swot-becomes-swoc-with-c-for-challenges>
- <https://ciccc.ca/cornerstone-blog/swot-analysis-examples-students/>

Time Management

- Mentors to share why time management is important for a professional
- Value of time
- How to increase productivity with the help of better time planning
- <https://www.calendar.com/blog/15-time-management-games-and-activities/>
- <https://in.indeed.com/career-advice/career-development/time-management-skills>
- <https://www.lifhack.org/articles/productivity/10-ways-improve-your-time-management-skills.html>
- <https://www.youtube.com/watch?v=iONDebHX9qk>
- <https://www.youtube.com/watch?v=WXBA4eWskrc>

Individual's responsibility towards Environment

- https://www.youtube.com/watch?v=iyMY_rrpeSU
- <https://study.com/academy/lesson/the-role-of-individuals-in-protecting-the-environment.html>
- <https://eco-intelligent.com/2020/11/23/individual-responsibility-climate-change/>

DME Vision and Mission

Vision: To nurture an inspirational setting and a global standard of learning for students that enables their intellectual, social and personal transformation into future leaders for the benefit of the nation.

Mission: To provide quality education in the field of Management, Journalism and Law, with relevant industry linkages, contemporary learning methods and infrastructure for developing students and faculty members' expertise.

Ethos:

DME stands resolute on nurturing and sustaining a positive, professional and ethical work culture. DME's Ethos were deliberated upon in a brain storming session and collectively formalized on 17th July 2019. The following 10 attributes depict the DME Ethos for the entire DME community including faculty, staff and students:

1. Disciplined & Punctual
2. Passionate & Energetic
3. Positive, Creative & Problem Solving
4. Dedicated & Hardworking
5. Respectful & Loyal
6. Responsible & Accountable
7. Cooperative & Collaborative
8. Student Friendly yet Firm
9. Honest & Fair
10. Happy & Healthy

<https://dme.ac.in/about-us/about-dme/>

LinkedIn Profile

- <https://www.linkedin.com>
- <https://www.youtube.com/watch?v=zd4ALKv8Das>
- <https://www.youtube.com/watch?v=qG4NF-2tt4c>

For any query contact:

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