



MENTORING WEEK

6th August to 13th August

Dear All,

Mentoring is an important component of any academic institution. Our university has shown its commitment by vowing to revive the concept of mentoring in our University. Mentoring is already being practiced in our campus, in order to improve its effectiveness, we are pleased to launch a Campaign "**MENTORING WEEK**" from **6th August to 13th August, 2018**.

Following activities would be conducted during Mentoring Week Campaign :

- Mentors have to ensure, to arrange meetings with their mentees on one-on-one basis
- In order to create a rapport with mentees, mentors have to use "**Know Your Mentee Template**" and fill the same in the system. Mentors can access "**Know Your Mentee Template**" from Login > Academic > Mentoring Details > Know Your Mentee Template
- After filling "**Know Your Mentee Template**", Mentors have to interact on different developmental aspects of their mentees and also share Mentee Handbook & Mentorship Video with mentees.
- Mentors have to maintain the record of their mentoring interactions in "Mentoring Detail Tab" so that these details can be access for further mentoring interactions. The same can be access through Login > Academic > Mentoring Details > Mentoring Details

PLEASE NOTE :

- In order to ensure all mentoring interactions details uploaded in the system, follow-up mails will be send to mentors who have not uploaded their "Know Your Mentee Template" & "Mentoring Details" in the system.
- Please find attached Mentee Handbook, Mentorship Document for your reference and steps to access Mentorship video as <http://sarathi.marwadieducation.edu.in> > spark > mentorship > Mentorship Video