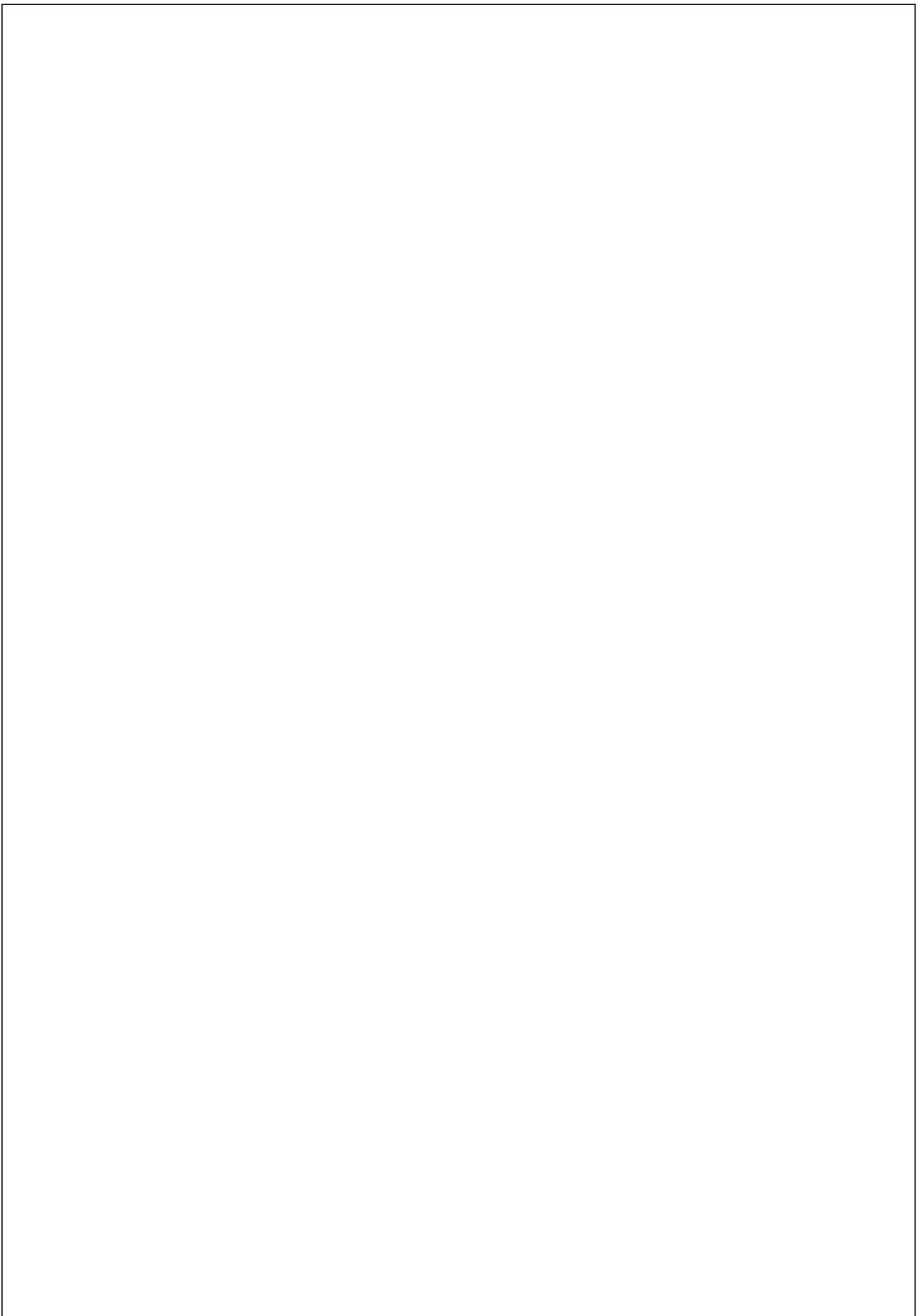


## **Guide for Mentors**

1. Fill out the pre-requisites in the google form.
2. Based on your areas of expertise, you will be allotted 1 or 2 mentees.
3. After the first induction meeting, set aside a preferred date and time for follow up meetings.
4. During the first meeting with mentees, kindly sure that you and allotted mentee(s) have signed up the Mentorship Agreement form.
5. The meetings can take place once a month or as and when required. The duration of meeting can be decided based upon the mutual convenience of Mentor and Mentee(s).
6. The mentoring programme is being planned for a period of one year.
7. The meetings can be conducted through zoom, google meet, whatsapp call or via phone call.
8. This mentorship programme should be mentor driven. The mentors are requested to constantly assess the progress of the mentees.
9. The mentor will plan for the meeting. If required may take the initiative to set the meeting link
10. Assess the progress and skill development of the mentees, using a follow up checklist.



## **Guide for Mentees**

1. Fill out the pre-requisites in the google form.
2. Based on competitive evaluation of the statement of intent cited in the google forms and based on the areas of your interest you shall be allotted a mentor.
3. Ensure that the Mentorship agreement is signed and submitted timely
4. Decide upon your Mentorship goals in consultation with your Mentor
5. It is the mentee's responsibility to contact the mentor with multiple proposals (date and time) for a meeting.
6. The mentees should play a proactive role in contacting the mentors.
7. Complete the tasks given by the mentor to aid successful completion of your mentorship programme.
8. It is the responsibility of the mentee to inform the mentor one day prior in case he/she is not able to attend a scheduled meeting.
9. Attend all meetings initiated by the mentor and develop the required skills in your interest areas.
10. Submit all the deliverables timely, including the progress reports and the closure checklist.

## Timeline

<b>Task</b>	<b>Deadline</b>	<b>Deliverables</b>
Induction meeting	Nov 2022	Mentorship agreement
First follow-up	Feb 2023	Follow-up checklist and Progress
Second follow-up	May 2023	Follow-up checklist and Progress
Third follow-up	Aug 2023	Follow-up checklist and Progress
Final mentoring meeting	Oct 2023	Closure checklist