

GUIDELINES FOR MONITORS AND MENTORS FOR LOGGING IN THE MONITORING & MENTORING LINK ON THE CBSE WEBSITE

1. Please remember to log in with the **correct id**, incorporating therein all the **underscores (_) and slashes (/) as given in your Mentor id**.

e.g. If your Mentor id is: M_M09_123456/11

Then, you'll enter it as follows:

M (in capitals), then, _ (i.e. shift + dash), then, M (in capitals), then, 0 (digit), then, 9 (digit), then, _ (i.e. shift + dash), then, 123456 (digits, in continuation), then, / (slash), then, 11 (digits, in continuation)

2. Until & unless all the characters (symbols, capitalized alphabets and digits) are correctly used, you will not be able to log in.
3. The CBSE is in the process of reshuffling the original list where there were about 10 schools given to a Mentor. These schools are being reduced to 4-6 schools per Mentor. Kindly bear with us.
4. Each school has to fill in the **Self Review Form (SRF) for themselves only** and not for any other school.
5. The Mentor school will only observe evidence in case of the data filled in by the Mentee School in the SRF.
6. The printed copies of the various tools to be used for the Monitoring & Mentoring of CCE will be available shortly to all the schools (Mentor as well as Mentee Schools).
7. CBSE is also addressing the concerns that have been raised by certain Mentee as well as Mentor Schools and these are being communicated to them on one-to-one basis.
8. Mentors are requested to understand and carry out the M&M initiative in the spirit of learning from each other as Peer Assessors. It should not be used as a brand building or advertising exercise for one's own Institution. Any Mentor found to be doing so will be disqualified and will not be considered for the CBSE Mentor Award.
9. There are certain procedures for Mentoring, which have to be followed by all the Mentor Schools. These have been shared in the various Mentoring Workshops conducted by the Board and are also available in the '*Tools for Monitoring & Mentoring of CCE*'. These procedures should always be kept in mind while mentoring. These are also being reproduced here for reference and perusal:

CONVERSATIONAL AIDS TO PROVIDE EFFECTIVE FEEDBACK TO THE MENTEE SCHOOL THROUGH THE MENTORING REPORT:

WHAT TO DO	WHAT TO SAY
➤ State your assumptions and describe the data that has led to them.	➤ “Here’s what I think, and here’s how I got there.”
➤ Explain your assumptions.	➤ “I assumed that....”
➤ Make your reasoning explicit.	➤ “I came to that conclusion because...”
➤ Explain the content of your point of view: Who will be affected by what you propose; How they will be affected, and Why?	➤ “In my point of view....they will be affected like...”
➤ Give examples of what you propose even if they are Hypothetical or metaphorical.	➤ “To get a clear picture of what I am talking about, imagine that you are the student who will be affected.”
➤ As you speak try to picture the other people’s perspective on what you are saying.	➤ “I understand your perspective...”
➤ Encourage others to explore your models, your assumptions and your data.	➤ “What do you think about what I just said?” or “Do you see any flaws in my reasoning?” or “What can you add?”
➤ Reveal where you are least clear in your thinking, rather than making you vulnerable. It diffuses the force of those who are opposed to you and invites improvement.	➤ “Here’s one aspect which you might help me thinking through...”
➤ Even when advocating, listen, stay open and encourage others to provide different views.	➤ “Do you see it differently?”

GROUND RULES FOR THE MONITORS AND MENTORS

- ❖ Punctuality and time management.
- ❖ Do not interrupt the Principal/teacher if they would like to make a point.
- ❖ Ask questions one at a time.
- ❖ You can ask questions by writing them down on paper and putting them in the question box placed in the room.
- ❖ Non-judgmental approach – do not laugh at any person.
- ❖ Respect each other’s feelings, opinions and experiences.
- ❖ **Respect the teacher and always seek permission before entering any class**
- ❖ During class observation it is best to quietly observe and not raise doubts there and then.
- ❖ Maintain confidentiality at all times.
- ❖ Under no circumstances should you or any member of the team be critical of the teacher in front of the student.