

## **Student Mentoring Policy**

Mentoring is a strategic intervention that students need to accomplish their learning objectives, providing both emotional and practical support. As a result, the student mentorship program will involve faculty members acting as "Mentors" for all students in the college. Each student will be assigned a mentor to help him or her overcome challenges and achieve their academic goals.

### **Objectives of the Student Mentoring Policy:**

The aim of this Mentoring Programme is to establish key strategies that will:

1. Offer students career guidance and non-academic counselling.
2. Provide information on preparatory programs like skill development courses, bridge courses, etc., to promote academic success.
3. Encourage and inspire students to focus on their learning goals and enhance their academic performance.
4. Support, guide, and advise students on various aspects of student life, including health, mental and emotional well-being, while addressing their concerns with patience, appropriate resources, and referrals.
5. Foster curiosity and engagement in both academics and institutional activities among students.

The Student Mentoring programme will help identify

- Under achiever students.
- The ways to support under-achievers to realize the desired outcome post mentoring.

### **Role and Responsibilities of the Mentor:**

A mentor must take on various roles. For effective mentoring, the mentor should have the ability and readiness to:

- Act as a coach, advising mentees on how to achieve their goals.
- Provide guidance and opportunities to broaden the mentee's experiences.
- Serve as a teacher, offering learning opportunities.

- Counsel mentees by fostering self-esteem through supportive and non-judgmental conversations.
- Communicate effectively by actively listening, focusing fully on the mentee, and using both verbal and non-verbal cues to show engagement.
- Share personal experiences, including mistakes, failures, and lessons learned.
- Maintain strict confidentiality regarding any information shared by the mentee.
- Be a role model, demonstrating behaviors that are key to success.
- If the mentor feels that the mentee requires specialized counseling, they should encourage the student to seek help from a professional student counselor.
- If academic tutoring is needed, the mentor may refer the mentee to the appropriate faculty and request assistance in specific areas.\

### **Roles and Responsibilities of Mentees:**

- The mentee is responsible for initiating contact with the mentor and should be punctual and well-prepared for mentoring sessions.
- The mentee must set the agenda for discussions, potentially emailing topics to the mentor in advance. At the start of each session, the mentee should provide a brief update on their progress since the previous meeting.
- The mentee should openly share their ideas, concerns, and professional goals to help the mentor understand their situation better.
- The mentee must establish a mutually agreed plan for mentoring sessions, scheduling them in their calendar and allowing sufficient preparation time. By ensuring sessions start and end on time, the mentee shows respect and responsibility.
- The mentee should prioritize building the relationship over specific outcomes, understanding that the mentor's role is to share experience, not provide a job.
- The mentee should ask direct questions about what they need to know and not hesitate to seek clarification. It is the mentee's responsibility to ensure that the conversation addresses their needs.