

MENTORING POLICY

PREFACE

In the dynamic and competitive landscape of higher education, the role of mentoring has become increasingly significant. Naipunnya School of Management believes that effective mentoring fosters personal and professional growth, enhances academic success, and promotes a supportive learning environment. Our Mentoring Policy is designed to provide a structured framework that aligns with our mission to nurture competent, ethically driven, and socially responsible leaders. This policy outlines the principles, objectives, and guidelines for our mentoring program, emphasizing the importance of creating meaningful mentor-mentee relationships. It aims to provide a comprehensive support system that addresses the diverse needs of our students, helping them navigate academic challenges, career planning, and personal development. By implementing this Mentoring Policy, Naipunnya School of Management reaffirms its commitment to holistic education. We strive to create an inclusive and collaborative atmosphere where students can thrive, guided by experienced mentors who inspire and empower them to achieve their full potential.



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1. MENTORING POLICY

In the context of higher education in the Naipunnnya School of Management, Cherthala, mentoring may be recognized as a strategy required by the students to achieve learning goals with emotional and instrumental support. Thus, the student mentorship programme will incorporate the support of faculty members as “Mentors” to all the students in the college. Each student shall be assigned a “Mentor” to overcome their hurdles to achieve the goals desired by them in their academic career.

The process of Mentoring is an individualized form of counselling and guidance activities. It addresses the needs of the students to have a friend, a counsellor on the campus. The practice is aimed at fostering a better rapport between the students and the teachers at a personal level. Effective mentoring begins with the faculty and depends upon the healthy relationship between faculty and students. In recent years, Mentoring System has emerged as a strong response to the plight of students at-risk. NSM offers a highly-efficient Mentoring system - UNARV through which a group of students consisting of 15-20 students are assigned to a faculty member at the commencement of the program. Mentors meet their students and guide them with their studies and extra-curricular activities. They also provide advice relating to selection of next academic step, career guidance and personal problems. The mentoring system of NSM ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers.

Objectives

- a) Provide students with career and non-academic counselling.
- b) Focus and motivate students to achieve learning goals and thereby improve their academic performance.
- c) Guide, encourage, and advice the students about their upcoming student life, student health, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.



- d) Generate curiosity and interest in academics and other institutional activities amongst the students.

2. MENTOR MENTEE MECHANISM

- i. The maximum mentor-mentee ratio shall be maintained at 1:25. This means that each teacher (mentor) will be assigned a maximum of 25 students (mentees) to ensure effective academic guidance, personal support, and regular monitoring of student progress.
- ii. Every year, the Head of the Department (HoD) shall appoint mentors for mentees through an official appointment circular, which shall be issued only after obtaining the approval of the Principal.
- iii. The mentee once assigned to a mentor will continue with the same mentor till the end of the program of study of that mentee.
- iv. Each mentor shall maintain a mentor-mentee record as per the guidelines issued by the IQAC.

3. ROLES & RESPONSIBILITIES

3.1 Responsibilities of Mentor

- i. Each mentor shall spend at least three sessions with each of their mentees in a semester.
- ii. The mentor shall assist in the holistic development of the mentee by providing guidance and support in all areas, including academic, personal, and professional growth.
- iii. Help them solve their concerns with appropriate support and referrals
- iv. Encourage inquisitiveness and interest in academic, extracurricular and social works.
- v. Conduct discussions on socio-cultural aspect of the country to mould them into a good citizen.



- vi. If situation demands contact parent/guardians and provide the information about the achievements of their wards
- vii. Update the mentee on various scholarships, fellowships, competitions, internships, research projects, job opportunities, etc.
- viii. Develop leadership quality, team work among mentee.
- ix. Develop a long-term relationship and keep in contact to see the effects of mentoring and the progression of the mentee.
- x. After completion of each session, submit the meeting records and a brief report to IQAC keeping the information and discussions with the mentees confidential.
- xi. Consult the college psychologist about the needs of any mentee and take necessary action.
- xii. Listen to the mentees, be flexible, be empathetic, be respectful and invest time and efforts
- xiii. Identify the learning abilities of their mentees and suggest necessary remedies to the IQAC

3.2. Responsibilities of Mentee

- i. Attend meetings regularly
- ii. Be respectful towards everyone and the mentor
- iii. Share details of her/his performances in academic, extra-curricular activities, etc with mentors
- iv. Share his/her career plans and specific needs with mentor.
- v. Focus on the guidance or advice provided by the mentor.

3.3 Responsibilities of The Head of The Department

- i. HoD should allot the mentor at the beginning of the programme
- ii. Meet all mentors of his/her department at least once a semester to review the proper implementation of the system
- iii. Assign a new mentor if any faculty discontinued their service.
- iv. Advises the mentors whatever necessary
- v. Initiates administrative action on a student when necessary
- vi. Keeps the Head of The Institute and IQAC Coordinator informed



- vii. Verify the mentor mentee record at the end of every semester
- viii. Submit the mentor mentee record the IQAC at the end of every year for approval.

3.4 Role of the principal

- i. Overseeing the design and structure of the mentoring program, including the selection and training of mentors.
- ii. Ensuring that the program is well-organized, with clear objectives, guidelines, and measurable outcomes.
- iii. Allocating resources and support necessary for the effective operation of the mentoring program.
- iv. Establishing a system for regular monitoring and evaluation of the mentoring program to assess its impact and effectiveness.
- v. Gathering feedback from mentors and mentees to identify areas for improvement and making necessary adjustments to the program.
- vi. Reporting on the progress and outcomes of the mentoring program to stakeholders, including faculty, students, and the college board.
- vii. Offering ongoing support and guidance to mentors, helping them address challenges and enhance their mentoring practices.
- viii. Being accessible to students and mentors for consultation and support, ensuring that any issues or concerns are addressed promptly and effectively.
- ix. Fostering a college-wide culture that values and supports mentoring as a critical component of student success.
- x. Encouraging collaboration and communication among faculty, staff, and students to strengthen the mentoring program.
- xi. Recognizing and celebrating the contributions and successes of mentors and mentees to reinforce the importance of mentoring within the college community.
- xii. Ensuring that the mentoring program is inclusive and accessible to all students, regardless of background or circumstance.
- xiii. Promoting diversity within the mentoring program to reflect the varied experiences and perspectives of the college community.



4. EXPECTED OUTCOME OF THE MENTOR-MENTEE PROGRAM

- i. Identification of the learning abilities of the students and requirements of special needs.
- ii. To empower students through imparting skills for self-awareness, self-management, social awareness and relationship management
- iii. Proposal for augmenting curriculum as per the requirement of the students
- iv. Forwarding suggestions for changes in the curriculum to university for necessary action.
- v. Modifications in the teaching-learning pedagogies

5. POLICY REVIEW

This policy shall be reviewed annually and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration. Person in charge: 1) Principal 2) IQAC Coordinator



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