Student Mentoring Policy

Introduction

The primary objective of the Mentor-Mentee Program at R.R.I.M.T. is to nurture the academic, personal, and professional growth of our students by establishing connections with seasoned mentors. The institute has implemented a comprehensive 'Mentoring System' that encompasses students from all academic years. This system involves the assignment of a select group of 15-25 students to each faculty member at the beginning of their academic journey by the respective head of department based on the number of faculties in the department and same is communicated to the Director of the Institute. The head of the department will explain the roles and responsibilities of a mentor to all the faculties of the department especially new faculty members.

Significance of Mentorship

The Mentorship Program is essential because students often experience a sense of isolation when they embark on their professional programs, entering an entirely new environment with the added pressure of academics. This transition can lead to feelings of disorientation and mounting stress. With the growing academic competition, peer pressures, unique challenges of adolescence, and increasing career demands, students face a multitude of challenges.

The institute, serving as a place where students step out of their comfort zones, witnesses a rich diversity of cultures and backgrounds, making it even more crucial to provide a support system. The Mentorship Program is designed to address these issues and keep students focused on their goals.

In this program, each faculty member acts as a Local Mentor and counselor for a designated group of students. These mentors play a vital role in helping students adapt academically, offering personal counseling, providing career guidance, supporting co-curricular & extracurricular activities, coordinating welfare initiatives, engaging with parents, encouraging students to actively pursue the college's vision and objectives, and fostering a healthy, collaborative, and academic atmosphere within the institute.

Role of a Mentor

Academic Guidance: Provide guidance and advice on course selection, academic goals, and study techniques to help mentees excel in their studies.

Career Counseling: Offer insights into career paths, internships, and job opportunities within the mentees' field of study, and help them make informed career decisions.

Personal Development: Support mentees in building self-confidence, leadership skills, and personal growth, and encourage them to set and achieve personal goals.

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Skill Development: Assist in the development of essential skills, including critical thinking, problem-solving, time management, and effective communication.

Emotional Support: Provide a safe and supportive environment for mentees to discuss personal challenges, stress, and emotional well-being.

Networking: Help mentees establish connections with industry professionals, alumni, and peers to build a strong professional network.

Motivation: Offer encouragement and motivation to help mentees stay focused on their goals, especially during challenging times.

Co-curricular Activities: Encourage mentees to engage in extracurricular activities, research projects, and community service to foster a holistic education.

Monitoring Progress: Continuously assess the academic advancement and general welfare of mentees, stepping in with advice and support whenever it's required

Conflict Resolution: Assist in resolving conflicts or issues that may arise within the academic or personal life of mentees.

Parental Interaction: Engage with the parents or guardians of mentees to provide updates on their progress and seek their support when necessary.

Cultivating a Supportive Ecosystem: Actively contribute to the development of a positive and cooperative environment throughout the institution, fostering a culture characterized by shared support and unity.

Role of a Mentee

Proactive Communication: Mentee should exhibit punctuality and preparedness during mentoring sessions

Open Communication: The mentee should openly share their ideas, concerns, and professional goals, allowing the mentor to contextualize the situation and offer relevant guidance.

Reflection and Self-Assessment: Regularly engage in self-assessment to identify areas of improvement and growth. Share these self-assessment results with the mentor to receive guidance and feedback

Adaptability: Be open to feedback and constructive criticism, and demonstrate a willingness to adapt and make changes based on the mentor's recommendations.

Accountability: Take responsibility for actions and decisions, and be accountable for following through on commitments made during mentorship discussions.

Respect for Mentor's Time: Value the mentor's time and expertise by being concise and organized in conversations, ensuring that discussions are focused and productive.

Feedback and Gratitude: Provide feedback to the mentor regarding the effectiveness of the mentorship relationship and express gratitude for their time and guidance.

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Continued Learning: Proactively seek out additional learning opportunities, resources, and experiences that align with their goals, beyond the mentorship relationship.
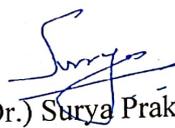
Meeting Schedule and Interaction Guidelines

Mentor and Mentee students will interact as per the student's individual requirement however two meetings per semester must be scheduled to facilitate the on-going interacting and development of student. This approach emphasizes structured engagement while considering the specific needs and preferences of the students. Each mentor has to maintain a mentorship record file of each mentee throughout his journey at the institute. The format of mentorship record file is attached below.

If a problem arises where a mentor is unable to resolve the problem of a mentee student or when several students report the same problem then head of the department take action to resolve the issue and if required the head of the department consults with the Director of the Institute to solve the issue.

If a mentor leaves the institute then in that case all the mentee students of that particular mentor will automatically be transferred to the new faculty joined in his/her place and the head of the department explains the roles and responsibilities of a mentor to that faculty and ensure smooth transition.

Encl.

1. Format of Mentorship Record File

Prof. (Dr.) Surya Prakash Tripathi
Director

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<u>Mentorship Record File</u>

Student's Information -

NAME: ROLL NO.:

BRANCH: MOBILE NO.:

E-MAIL ID: FATHER'S M.NO.:

FATHER'S NAME: ADMITTED SESSION:

ADDRESS:

Hostler [ ]   Day Scholar [ ]   Blood Group:

Academic Performance

Semester	S-1	S-2	S-3	Final Result	Subject with less than 50% Marks
1					
2					
3					
4					
5					
6					
7					
8					

Grade Classification: ≥90%=A+, 80%≤ to <90%=A, 70%≤ to<80%=B+, 60%≤ to <70%=B, 50%≤ to <60%=C, 45%≤ to <50%=D, 40%≤ to <45%=E, ≤40% =F

Remarks: _____

_____

_____

_____

Technical Training / Skills

3rd Semester _____

4th Semester _____

5th Semester _____

6th Semester _____

7th Semester _____

8th Semester _____

Industrial Visit/Workshop/Seminar/Guest Lecture/Conference Participation

3rd Semester _____

4th Semester _____

5th Semester _____

6th Semester _____

7th Semester _____

8th Semester _____

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Summer training topic, involvement & performance during the training

_____

_____

_____

_____

Volunteer Experience

_____

_____

_____

Personality Assessment

S.No.	Attribute	Year	Grade	Remarks
1	Basic Behavior	1st		
		2nd		
		3rd		
		4th		
2	Communication Skills	1st		
		2nd		
		3rd		
		4th		
3	Leadership	1st		
		2nd		
		3rd		
		4th		
4	Team Work	1st		
		2nd		
		3rd		
		4th		
5	Thought Process	1st		
		2nd		
		3rd		
		4th		

Grade Classification: Excellent = A, Good = B, Average = C, Below Average = D, Poor = E

General Remarks

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COUNSELLING NOTES

S. No.	Date	Remarks	Mentor's Signature	Mentee's Signature