

Student Mentor Programme 2014-15



Visvesvaraya National Institute of Technology,
Nagpur

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Student Mentor Programme(SMP), VNIT Nagpur

1 Introduction

The Student Mentor Programme (SMP) is a programme within the VNIT, Nagpur student community, with the following primary objectives of:

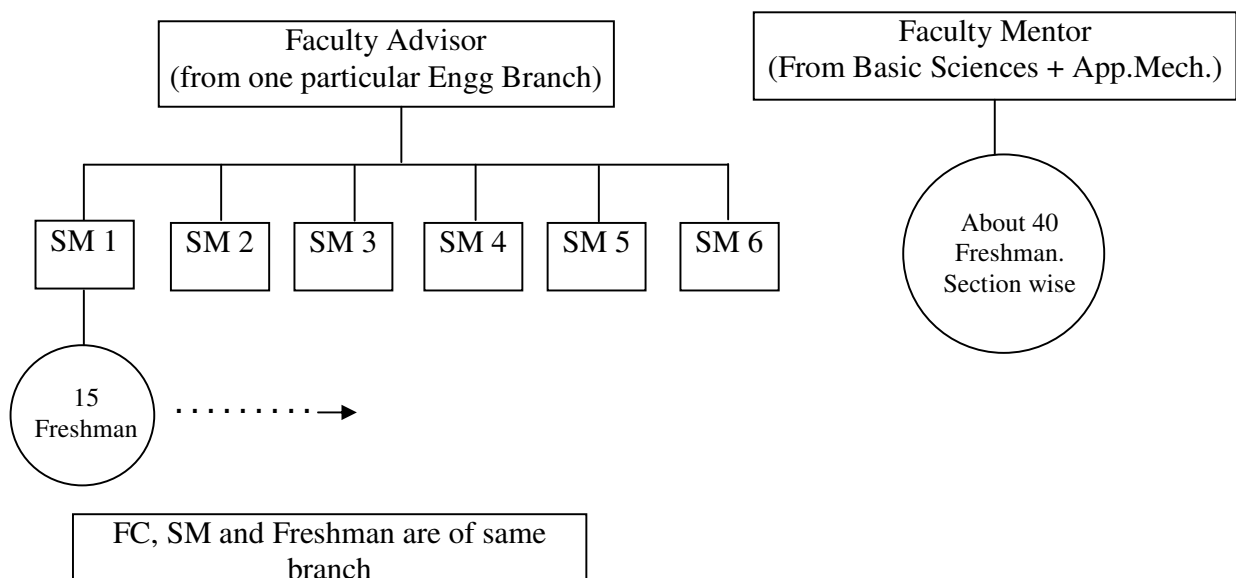
1. Enabling constructive interaction, guidance and mentorship of junior students by senior students
2. Providing a reliable and comprehensive support system to motivate students to excel in both academic and non-academic fields and to make the most of their life at the Institute

Two way system is devised to help freshman to be at ease with new environment of VNIT. This is explained schematically below:

Faculty Mentor (FM)

Faculty Advisor (FA)

Student Mentor (SM)



2 Objectives of the SMP

The objectives of the SMP include:

- To help undergraduate fresh students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life
- To counsel academically weak undergraduate first year students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems
- To provide positive role models to first year undergraduate students in the institute
- To proactively try to identify problems of the general student populace and to bring them to the notice of the concerned authorities

The SMP endeavors to pursue these objectives by carefully identifying those who can act as an anchor and guide for a freshman or an academically weak student to bank upon. Student Mentors will be selected to play this role and are given the authority to pursue the mission of this programme.

Student Mentors are respected, well-balanced students usually belonging to the III year B.Tech and IV year B.Arch.

A student mentor's role may be perceived to be facilitative, supportive and developmental for the student community in general.

The implementation of the SMP and its details are covered subsequently in this document.

3 Structure of the SMP

This programme primarily deals with first year undergraduate students. The senior students, called Institute Student Mentors (ISMs) are responsible for helping a set of freshmen adjust to the new environment and subsequently monitor their progress throughout the year. Every undergraduate freshman is covered by this programme.

People involved in the Student Mentor Programme

Institute Student Mentor Programme:

The Body

- 1) Office of Dean Academics
- 2) Office of Students Welfare
- 3) Student Counselor/s
- 4) Medical Officer
- 5) Faculty Advisors - One from each Discipline
- 6) Faculty Mentors from Basic Science Department
- 7) Alumni representation- Local.
- 8) Parent Representation: One Lady and One Gent

Institute Student Mentors (ISMs)

Select students from the III year B.Tech and IV year B.Arch will constitute the team of ISMs. Each of them would be assigned a group of first year students. Each Student Mentor reports directly to the Faculty Advisor.

He/she would be the direct point of interaction with the first year students and may report special cases for the consideration of Faculty Advisor.

4 Essential Qualities of a Student Mentor (SM)

The qualities mentioned below are guidelines used by the Faculty Advisors in selecting the new Mentor team.

A Student Mentor is normally a student from the III year B.Tech and IV year B.Arch.

- Empathy and humility are the most essential qualities for any mentor to possess. It is necessary for a mentor to empathize with the wide variety of situations his mentees could face and be humble enough not to impose their own opinions but to tailor advice to the mentee's needs.
- Ethics are of paramount importance for ISMs and they should be able to instill the same in their mentees.
- SMs should be academically inclined and capable of persuading others to be the same.
- SMs should be someone as a role model people can look up to, because of their achievements and personality.

5 Functioning of the ISMP

Privileges

The Student Mentor body is vested with the following powers:

- In matters pertaining to hostel-life, which require intervention in the interest of the wards, the student mentors are empowered to do so by notifying the case to the hostel authorities. The same must be taken with utmost seriousness by the concerned hostel bodies. Students Mentors may enter freshmen wings at any time in order to talk with freshmen if they seek his/her help.
- Every Students mentor has the power to halt any activity that involves freshmen. Such activities include, but are not limited to: introduction sessions conducted by seniors, either personal or relating to extracurricular activities, fundae sessions in hostels which extend beyond acceptable limits of time or decency etc. Senior/Junior Prefect are advised to keep the SMs informed about any activities involving freshmen.
- In matters pertaining to academics, which require preventive or curative action to be taken in the interest of the wards, the mentor has the responsibility and the right to bring the case to notice of the concerned Faculty Advisor/ Faculty Mentor, who would in turn take the necessary action.
- In matters that affect the wards, and can only be resolved at the institute level, the Student Mentors have the right to bring the problem to the notice of the Institute General Secretary, and demand prompt action for the same. It is however desired that the mentor team works in harmony with the student council.
- In case of fresher who needs additional help, Students Mentors shall co-ordinate with Faculty Mentor as well as Faculty Advisor. Student Mentor will also receive inputs/guidance from Faculty Mentor.

6 Role of the Faculty Advisor (FA)

- The FAs play a very important role in selecting the team of Institute Student Mentors. Selecting a team of responsible, sensitive and dedicated mentors is very critical to the success of the SMP.
- The FAs oversee the day-to-day functioning of the SMP. For this, they must keep in regular touch with the SMs and freshmen to ensure that the primary objective of the programme is being fulfilled.
- The SMs are expected to give regular updates regarding the functioning of the SMP to the FA.
- In particular, if a SM feels that a particular freshman is facing academic/emotional problems that cannot be handled by him/her, the SM must report the matter to the FA and Counselor immediately.
- The FAs must ensure accountability from all SMs to the extent possible. As such, they may recommend suspension or removal of SMs from the team for dereliction of duty/non-performance to the SMP body.
- The SMP body should interact and share their experiences once in a month in the odd semester, and twice in even semester.

7 Role of Faculty Mentor (FM)

- Faculty Mentor shall meet respective batches during their Laboratory classes in the Department. Information regarding timing of these laboratory classes is given.
- FM shall certainly meet students of their batches in the first week and discuss general matters and make them at ease.
- Subsequently, they shall meet students after the 1st and 2nd sessional examinations and discuss their performance and comfort level
- A meeting with students just before the end Semester Examination is very essential.
- FM shall counsel the students with difficulty in adjusting to the environment, and if need be, help them to approach Institute counselor.
- FM shall also, advice students to take help of their Student Mentors (SM), as per their branch of engineering.
- FM shall sign the leave applications, request for absentee exam from students, after ascertaining the reasons, thereof.

8 Role of the Student Mentor (SM)

Each Institute Student Mentor is assigned a group of 15-20 freshmen, who would henceforth become his/her mentees. Under normal circumstances, it is the primary duty of the SM to guide the group of students assigned to him/her through their first year in the institute. However, the responsibility of each mentor extends to the entire first year batch and hence, the Mentor should feel free to intervene in any matter related to freshmen.

- The Mentor should ensure to the best of his/her ability that the freshmen (especially his/her mentees) are able to adjust comfortably to life at VNIT - both in the institute and in the hostel.
- For this, it is imperative that the Mentor establishes a close rapport with his mentees.
- The Mentor should see to it that he/she meets them at certain critical junctures of the first year such as the first few weeks of the semester, well before I sessional, II sessional, end semester exams and at the time of results.
- The Mentor must act on any complaint of misbehavior by a senior. The institute has strict policies against ragging of any form.
- Time management is a crucial aspect of one's life at VNIT, and the Mentor should state this in no uncertain terms. The Mentor has to impress upon his/her mentee the need to maintain a balance between academic and extra-curricular activities, so that one utilizes one's time at VNIT in the most productive manner.
- The Mentor must ensure that no activity is forced upon any freshman against his/her will. The thin line between forcing and persuasion is one which the Mentor has to judge based upon his/her perception of the freshman, and the matter at hand.
- The Mentor should be ready to help his/her mentee overcome any problems (academic or social) in an advisory role and act as a responsible role model. At the same time, he must realize the importance of making his/her mentee independent and self-reliant. Spoon-feeding is a strict no-no.
- Mentors should immediately inform the FA or the Student Counselor regarding any potentially serious case related to their mentees or any other student (if they come to know of it).
- Mentors are expected to play their role as responsible seniors using their own discretion.

9 Checklist for Student Mentor (SM)

Ten things a mentor should definitely know about his/her mentees by the end of the first month:

1. Name, room no. and contact number
2. Whether he/she is at ease in interacting with others? Is he too reserved?
3. If he/she faces any Language problems
4. If he/she suffers from any medical issues
5. If he/she hails from a remote village/town/metropolis
6. Whether he/she is enthusiastic for engineering/academics
7. His/her hobbies?
8. Whether he/she is able to cope up with the academics or has he/she given up?
9. Attendance (rough estimate)
10. How well he/she has settled in (to the institute)

10 Important Phone Numbers

Health Center	1342
Counselor	1666
Office of Dean Student Welfare	1320
Office of Dean Academics	1301
Faculty Advisor	
Faculty Mentor	