



SAFI INSTITUTE OF ADVANCED STUDY (SIAS)



MENTORING POLICY

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**

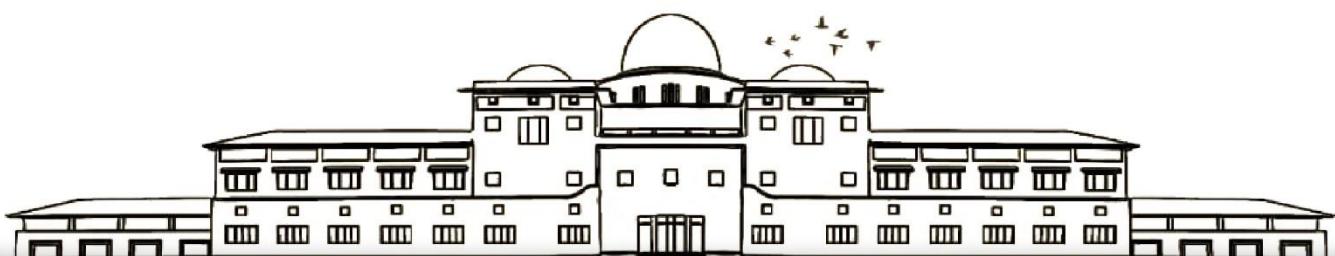




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Introduction

SAFI Institute of Advanced Study has setup a mentoring system for students to achieve academic excellence. It is a definite and comprehensive support system for students designed to identify and achieve their goals. The students are equally distributed to the teaching faculty of the institute. The teacher concerned is expected to guide, advice, support and council the group of students whenever and wherever necessary. Through this system, mentors are able to build a personal relationship with mentees that helps them to understand the aspirations, strengths, and weaknesses of the mentees. The College's Advisory Committee reviews the effectiveness and progress of the mentoring system on a regular basis.

What is mentoring?

Mentoring gets the student to explore oneself and allows one to experience the joy of learning, stand up to peer pressure, take decisions with courage, be aware of relationships, be sensitive to others, understand the role of money in life, and feeling of prosperity, etc.

Hopefully, it would set up a healthy relationship between the students and the faculty. Mentor-mentee relationship can help students form a bond with faculty members which can be of great help during various tough times in study courses.

Objectives of Mentoring

- ❖ To establish a rapport with the students.
- ❖ To cater to the individual needs of the students.
- ❖ To build confidence in them.
- ❖ To provide guidance about higher education and personal issues.
- ❖ To provide guidance regarding the placement opportunities.
- ❖ To pay more attention to slow learners.
- ❖



- ❖ To inspire and motivate the advanced learners towards innovation and creativity through active participation.
- ❖ To share the progress report of students to parents in PTA meeting.

The key principles included in the Mentoring system are:

- ❖ Suitable measures for identifying students' learning diversity are adopted in order to identify Slow, Average and Advanced Learners.
- ❖ The system ensures that learners are able to adapt to the dynamic learning environment and prepare them for successful careers.
- ❖ Advanced learners can be provided platforms to showcase their talents and competencies in their respective subjects and also other extra-curricular fields.
- ❖ If the mentorship is to be handed over, the mentors should share all information about the mentees so as not to leave a gap for the new mentor.
- ❖ Learners of all levels who are at the risk of dropping out the programme should be provided with different learning programs that enhance their academic performance.

Roles and Responsibilities of Mentors:

- ❖ A mentor from the department will lead a group of students.
- ❖ A mentor must meet with their group of students at least once in a month. They will have one-on-one communication at the beginning of the program, followed by group-wise interaction to address various aspects of the students.
- ❖ A mentor should pay extra attention to slow learners in order to improve their academic performance and results.
- ❖ The mentor must help students to understand their challenges & opportunities and ensure a smooth transition to academic and extra-curricular activities.



- ❖ Mentors should assist their mentee in gaining self-esteem through supportive and non-judgmental discussions.
- ❖ In addition to promoting the use of library and e-resources, teachers should also encourage their students to take online courses in online platforms such as SWAYAM-NPTEL and Coursera, for academic flexibility, additional knowledge and skill development.
- ❖ A report on the status of the mentorship (Advisory Report) should be submitted by the mentors to the Advisory Committee of the College every month.

Roles & responsibilities of Mentees:

- ❖ Every mentee is required to attend every mentoring session the provided by the mentors.
- ❖ Mentees are expected to provide a brief progress update following the last mentoring session.
- ❖ The student should share his/her ideas, concerns, and professional goals with the mentor so that the mentor can understand the situation from the student's perspective.
- ❖ The mentee should pay attention to the guidance provided by the mentor and put his/her best efforts towards achieving the desired results.