



STANDARD OPERATING PROCEDURES

MENTORING COMMITTEE

Dr. N.S.A.M. First Grade College

Bangalore-64

STANDARD OPERATING PROCEDURE FOR MENTORING

Introduction to mentoring:

Mentoring is a professional relationship where the teacher (mentor) possessing certain special skills tries to enhance the skills of the students(mentees). Mentoring helps in improving the communication, interpersonal and social skills of the students and provides a platform to improve the overall personality of a student.

At Dr. N.S.A.M College, mentoring is considered priority as it provides them with the guidance of a teacher from a 'beyond academics' perspective. The institution believes that a 360^o development of the student is crucial for being prepared for life. To achieve the above goal, the mentoring programme has been initiated in the institution. The uniqueness about this programme is that the soft skills of students including intrapersonal and interpersonal skills of the students are monitored and developed through the mentor's support and guidance.

Objectives of mentoring:

- To positively use the personal rapport with the students so that it provides an additional support system for the student community
- To guide and motivate students to develop their capacities and skills beyond the scope of academics.
- To identify the inherent talents of the students and provide opportunities to hone it.
- To focus on the wellbeing of the student by guiding in their personal or psychological problems.
- To guide academic under achievers and help them cope with academic pressure.
- To understand the challenges faced by the first-year students and assists in their smooth transition to campus life.
- To guide and advice students and prepare them for future professional growth.

General Guidelines:

- Mentors will meet the mentees on a regular basis, based on the schedule set up by the college
- However, mentors can meet the mentee in the campus beyond the allotted time. This would depend on the needs of the mentee.
- The relationship between mentors and mentees should be professional and with appropriate etiquette at all times.
- Mentors should treat mentees with dignity and respect.
- Mentors should encourage mentees to be responsible for the mentoring.
- Mentors will maintain confidentiality of any information of the mentees.
- Mentee must take active responsibility for the mentoring relationship.
- Mentee should be considerate of the mentor's time, open to mentor's suggestions, yet be responsible for all decisions made and actions taken.
- The mentor will respect and maintain personal boundaries with the mentee.

Mentoring process:

- Mentoring hour is incorporated into the regular time table. Generally, it is fixed on a Saturday for about 60 minutes.
- The sessions commence about 3 weeks after the commencement of the semester and continues till the completion of preparatory examinations
- Mentors can schedule additional sessions if required, based on the needs of the student and mutual conveniences.
- The mentoring form as been introduced and revised based on the feedback of mentors and mentees. The new format is attached as appendix 1.
- The format covers the following:
 - Personal details
 - Rating of the soft skills like communication skills, interpersonal skills etc.
 - Recommendations for improvement
 - Academic performance
 - Participation in extra-curricular activities
 - Progress of the student
- Advanced learners, students with talent are also encouraged along with underperformers

- Students re guided into different activities depending upon their abilities, talents and progress
- The documents are to be maintained for each student by the mentor.
- The mentors are securitized by the Principal on a regular basis.

A few tips for mentors:

The following tips are suggested to the mentors to encourage a healthy mentoring relationship:

- Listen actively and show empathy
- Use different questioning techniques
- Give constructive feedback that can be acted upon
- Have the ability to suspend your judgment and prejudices
- Help to define the mentee's objectives
- Encourage the mentee to take responsibility for their own learning and development
- Be willing, when appropriate, to share your own work experiences, skills and networks
- Have the ability to discern when boundaries are being approached/crossed e.g. personal issues, departmental politics, conflict of interest regarding job applications etc.
- Make time for the meetings and any preparation beforehand. Commit to the full year of the programme
- Use the opportunity to develop yourself
- Respect absolute confidentiality



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