



Dr. N.S.A.M. FIRST GRADE COLLEGE

**STANDARD OPERATING
PROCEDURES**

ACHARYA - MENTORING PROGRAMME

Dr. N.S.A.M. FIRST GRADE COLLEGE
Krishnarajapura Village, Shivakote Post, Bengaluru – 560 089

STANDARD OPERATING PROCEDURE
FOR
ACHARYA – MENTORING PROGRAMME

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 First Grade 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 academically under achievers and help them cope with academic pressure.
- To understand the challenges faced by the first-year students after the high school education 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.
- Mentor will respect and maintain personal boundaries with the mentee.

Mentoring process:

- A Mentoring Cell will be constituted comprising of Principal, HoDs and select staff every year.
- This cell allocates Mentees to the Mentors each year and the list is prepared.
- The cell would issue the necessary Circulars and monitor the implementation of the best practice as per the SOP.
- The IQAC will issue necessary circulars, monitor and review the implementation of the best practice in its periodic meetings.
- A comprehensive manual/form has been developed by the Mentoring Cell based on the feedback of the mentors and mentees.
- The format covers the following:
 - Personal details
 - Rating of the soft skills like communication skills, interpersonal skills etc.
 - Academic performance – previous years also
 - Hobbies

- Strengths
- Weaknesses
- Parental background
- Socio-economic background
- Participation in extra-curricular activities
- Progress of the student
- Recommendations for improvement
- Once Mentees are allotted to the mentors, they not only fill the Manual/form to understand each mentee, but periodically meet to monitor the progress of the students, their social circles, their participation in curricular, co-curricular and extra-curricular activities, their attendance, their punctuality, their financial requirements, their psychological wellbeing etc.

About Mentoring Sessions:

- Mentoring hour is incorporated into the regular time table. Generally, it is fixed for about 60 minutes in a week for each class.
- The session 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 role and responsibilities of the mentor:

- The Acharya is responsible for 360⁰ development of the students. The mentor is expected to involve in all the aspects of the wellbeing of the student. Needless to say, it goes beyond mere academic performance.
- The mentors are expected to suggest the necessary Cells and Committees to make appropriate and positive interventions in the growth of a student.
- They also interact with the Principal for financial support if necessary, freeship and scholarship.

- Mentors are also suggested to interact with the parents and work with them as partners with the sole intention of wellbeing of the student. However, this has to be done with extreme care and caution, so that it does not impact the family dynamics negatively.
- Based on the strengths, the mentees should be motivated to take part in sports and cultural activities inside and outside the campus.
- Mentors are expected to observe the performance and psychological wellbeing of each student to motivate, guide and monitor the progress of mentee.
- Advanced learner students with talents are also encouraged along with underperformers are guided into different activities depending upon their abilities, talents and progress.
- In case of requirement for psychological support, the mentors would suggest the Counseling cell to make interventions. The Counseling Cell would provide the support through counseling and in case of advanced level of intervention, the assistance of the 'Visiting Counselor' is taken by the mentors.
- The documents are to be maintained for each student by the mentor.

The Mentoring process followed by mentors is monitored by the Principal on regular basis for effective outcome of the mentoring system.

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

Important Note:

- In case of any conflict between the mentor and mentee, the Mentoring Cell can review the issue and has right to change the mentor allotted to the particular student.
- The student can seek meeting with the Principal/ Grievance redressal Cell to address the issue.
- It is expected that the concerns of student are attended immediately.



PRINCIPAL
Dr. N.S.A.M. First Grade College
Sy. No. 21, Krishnarajapura Village,
Shivakote (P) Hesaraghatta Hobli,
Bangalore-560 089