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**BHARATA MATA
COLLEGE
THRIKKAKARA**

Affiliated to MG University, Re-accredited by NAAC with 'A+' Grade, ISO 9001-2015 Certified



MENTORING CELL POLICY

PREAMBLE

Mentoring is a process of building relationship between two people with the goal of professional and personal development. The “mentor” is usually an experienced individual who shares knowledge, experience and advice with a less experienced person or “mentee”. In Bharata Mata College, Thrikkakara, all the students are assigned a mentor and the primary goal of the mentoring process is to support the academic and personal development of the students. Mentoring enhances the students’ social skills and assist them to work to their highest potential. The college has a full-time in-house counsellor who leads and sets clear guidelines for the mentoring process. The mentoring cell policy given here creates the context and structure for effective mentoring and is in tune with the UGC guidelines for the mentoring process in higher education institutions.



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OBJECTIVES OF THE POLICY

Bharata Mata College is committed to enable learners to access support mechanisms to meet their academic needs. This mentoring policy applies to all mentors and mentees who take part in the programme. It aims to ensure that learners have the opportunity to work with a mentor who will offer support and guidance on academic issues. Thus, a personal relationship is created for better understanding of the student's aspiration, strengths and weaknesses. The college is committed to regularly review the effectiveness of the Mentoring Policy and procedures and making amendments whenever necessary in response to the needs of those involved.

DEFINITIONS

Mentoring: Mentoring is process aimed to support and encourage people to manage their own learning in such a way that they may maximize their potential, develop their skills, improve their performance and become a better social being.

Mentor: A mentor is a person or friend who guides a less experienced person by building trust and modeling positive behaviors. An effective mentor understands that his or her role is to be dependable, engaged, authentic, and tuned into the needs of the mentee.

Mentee: A less experienced person who is advised, trained, or counselled by a mentor.

JURISDICTION

This policy is applicable to all teaching faculty, as well as all the students of the Bharata Mata College, Thrikkakara.

MENTORING CELL CONSTITUTION

The Principal will constitute the Mentoring Cell at the beginning of the academic year. The mentoring process in the college will be monitored by the Mentoring Cell. Mentoring Cell consists of three faculty members, of which, the senior faculty will be the coordinator. The full time in- house counsellor of the college will be a member of the mentoring cell. The key responsibilities of the mentoring cell are

- To monitor the mentoring process in the college and to set the guidelines
- To arrange and coordinate FDPs for developing mentoring skills in the faculty
- To ensure scientific mentoring in the college
- To consolidate and evaluate the mentoring process and to intervene, if necessary

MENTORING PROCESS IN THE COLLEGE

All teaching faculty are part of the mentoring process. The mentor- mentee list will be assigned by the HODs in the beginning of the first year for the degree and the post graduate students. The Principal will approve the mentor/mentee list prepared by the HODs at the beginning of the academic year and will ensure that the mentoring process is going on smoothly. The process of mentoring will be continued till the students complete their course of study. A student will be having the same mentor throughout her/his course of study.

All teachers should personally meet each mentee at least two times in one semester. The mentor can also do group sessions with the mentees. Every meeting will be recorded in the mentoring report and has to be consolidated in the end of the academic year. The teaching faculty should attend all the faculty development program arranged by the mentoring cell.

PERSONAL ATTRIBUTES OF MENTORS

1. Nonjudgmental attitude
2. Support – broad minded attitude towards change
3. Acceptance of socio-cultural differences
4. Influence the mentees in a positive way
5. Friendliness
6. Listening skill
7. Informed
8. Respecting dignity of human beings
9. Empathy
10. Positive Attitude

PHASES IN MENTORING RELATIONSHIP

1. Building Rapport
2. Listening to Mentee
3. Summarizing
4. Discussing Options
5. Setting Goals
6. Progression
7. Winding up
8. Moving on and reformulating relationship

METHODS AND STRATEGIES IN MENTORING

1. Take the lead to open the discussion
2. Clarify aims and objectives and discuss ground rules
3. Listening
4. Questioning
5. Support and Counsel

MENTORING CELL POLICY

6. Help to establish priorities
7. Giving Information and advice
8. Sharing Experience
9. Examine options and consequences
10. Encourage new ideas
11. Help in decision and problem solving
12. Negotiate and develop an action plan
13. Summarize
14. Offer Feedback
15. Monitoring and Reviewing

And finally, the mentor will not:

- Let the young learners work for themselves
- Give advice based on personal opinions
- Report the tutor on everything discussed
- Take advantage of the mentee in any way

RESPONSIBILITIES OF A MENTOR

- Each student is to be allocated a faculty mentor at the beginning of the course
- A mentor can provide support to 20 mentees.
- The mentors should try to understand their mentees and help their mentees settle well in the new environment.
- The mentor will act as a guide, coach and role model for the mentee.
- The mentor should interact periodically with the trainee to review experience gained and set objectives for the next period.
- The mentor will play a critical role in the mentees' Internship and Placements by helping them prepare for the professional competence programme.
- All mentors should keep a confidential data sheet about their students which records a report of mentoring done by the teachers.
- These reports should be periodically evaluated by a team of senior teachers and its effectiveness should be monitored by a committee consisting of the Principal, Academic coordinator, Mentoring cell coordinator and the IQAC.

RESPONSIBILITIES OF A MENTEE

- Mentees should be regular and punctual for meetings with the mentor.
- They must adhere to the mentoring programme procedures.
- They must attend training as directed by the mentor.

TEN PRINCIPLES FOR MENTORING

Bharata Mata Mentoring Cell acts on the principle that every student is a prospect. Even if the student comes from a very abusive and problematic background wherein academic excellence might not be the priority, the 'humaneness' of the student should be conserved and they should be valued.

Based on the mentoring experiences of the past, Mentoring Cell has summarized 10 guiding principles for mentors in the College.

1. **The mentor should maintain a professional relationship with the mentees.** A mentor is a person who moulds a student and sets the parameters of behaviour for a student. The relationship between them, though friendly, should not be that of mere friendship. A mentor should be an active listener, and always be available for students. The mentor's approach should be analytical.
2. **Mentors should have a non-judgmental attitude towards their mentees.** This behaviour should be reflected in one's words and reactions. A non-judgmental attitude should pervade in all verbal, written, one-to-one, group and social network communication.
3. **The mentors should only give constructive criticisms.** Positive affirmations always instill self confidence in the mentees.
4. **The mentor should try to link the behavioural pattern of the mentees to the lack of the ten life skills that WHO has identified** (Self-awareness, Empathy, Critical Thinking, Creative Thinking, Decision Making, Problem Solving, Effective Communication, Interpersonal Relationship, coping with stress and coping with emotions) and try to impart the same.
5. **The mentor should not misuse the power.** Both the parties should be aware of the power they bring in to the relationship—and make every effort not to abuse that power for personal use. The mentors should be aware of ethical aspects of mentoring and should not misuse the power.
6. **The mentor to mentee ratio should not exceed 1:20.** For effective mentoring, only a maximum of 20 students should be assigned to a mentor.

7. **Mentoring conversation should always create hope in mentees.** They might be coming from an abusive or toxic background. The mentor should try to restore hope and resilience to the students who come from disadvantaged background, unhealthy relationships, gender and sexual identity crisis, academic stress and so on. A mentee should emerge happier, energized and rejuvenated after meeting the mentor.
8. **Mentors should be trained and should acquire mentoring skills.** Though anyone can be a mentor, professional mentorship needs some specific skills that acquire from training. Training introduces the knowledge and skills that effective mentors need when supporting mentees. Regular training sessions for mentors should be organized by the Mentoring Cell.
9. **Mentor should have a definite plan of action.** The plan should have an initiation stage, self-reflection stage and an evaluation stage. The mentor should set goals for each student and create a process of flow in the mentorship program. Always remember that, in mentoring, progress is the goal and not perfection.
10. **Mentoring can involve both individual and group activities.** Mentoring need not be limited to individual meetings and one-to-one sessions.

MONITORING AND REVIEW

Mentoring cell activities will be monitored, reviewed and evaluated by the IQAC committee. Every year, the mentoring process feedback has to be collected from the students.

ACCOUNTABILITY AND TRANSPARENCY

- Setting up of mentoring cell members in beginning of every academic year is a mandatory requirement under this policy.
- Annual Reports of the Mentoring cell should be maintained in the IQAC.
- A minimum of 4 meetings per year is mandatory for the Mentoring Cell members and the Minutes book should be recorded.
- Names and contact details of all the Mentoring Cell members should be displayed on the college website and in prominent places on the campus.

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Bharata Mata College

Thrikkakara, Kochi-21, Kerala, India

Owned and Managed by the Archdiocese of Ernakulam- Angamaly

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