

**INTERNAL QUALITY ASSURANCE CELL**

# **MENTORING POLICY**



**NAIPUNNYA SCHOOL OF MANAGEMENT**

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## MENTORING SYSTEM

The process of Mentoring is an individualized form of counseling and guidance activities. It addresses the needs of the students to have a friend, a counselor on the campus. The practice is aimed at fostering a better rapport between the students and the teachers at a personal level. Effective mentoring begins with the faculty and depends upon the healthy relationship between faculty and students. In recent years, Mentoring System has emerged as a strong response to the plight of students at-risk. NSM offers a highly-efficient Mentoring system - UNARV through which a group of students consisting of 15-20 students are assigned to a faculty member at the commencement of the program. Mentors meet their students and guide them with their studies and extra-curricular activities. They also provide advice relating to selection of major, career guidance and personal problems. The mentoring system of NSM ensures that the students adapt to the dynamic learning environment and lead their ways into highly successful careers.

The institute has an integrated mentoring system where the faculty acts as a link between the students and the institution and performs the following functions-

- Mentors are assigned to monitor and guide students all through the three years.
- Mentors coordinate with the parents regarding the progress of the students if needed.
- Mentors communicate with fellow faculty and promote mentees at the time of difficulty / opportunity to help them develop further in their areas of interest.
- Benefits of Mentoring System
- Enhances the students' confidence and challenges them by setting higher goals, taking risks and ultimately guiding them to achieve higher levels.
- Individual recognition and encouragement.
- Psychosocial support at the time of need.



- Routine advice on balancing of academic and professional responsibilities.
- Mentors act as role models and facilitate leadership by developing the interpersonal skills and helping students thrive in competitive environments.
- Students get access to a support system (Mentors) during the crucial stages of their academic, professional and intellectual development.
- Students get an insider's perspective on navigating your career in the right channel.

## **MENTORING POLICY**

- Students get an exposure to diverse academic and professional perspectives, and experiences in various fields.
- The mentees get a direct access to powerful resources within your major or profession.
- The mentors lay the foundation for the students to reach greater heights in their professional lives- Thereby contributing to lasting personal and professional relationship.

## **RESPONSIBILITIES**

### **The Mentor**

- Meets the group of students at least three times in a semester.
- Continuously monitors, counsels, guides and motivates the students in all academic matters.
- Contacts parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.
- Advises students in their career development/professional guidance.



- Intimates HOD and suggest if any administrative action is called for.
- Maintains a brief but clear record of all discussions with students.
- Mentoring report should be verified by HOD at the end of each academic year.
- Final verification of report should be done by Principal at the end last semester.

### The HOD / Coordinator

- HOD or department coordinator should allot mentors at beginning of a programme.
- Meets all mentor of his/her department at least once a semester to review the proper implementation of the system.
- Assign a new mentor if any faculty discontinue their service.
- Advises mentors wherever necessary.
- Initiates administrative action on a student when necessary.
- Keeps the head of the institute informed.

### The Academic Council

The academic council of the institution discusses mentoring related issues at least once a semester during its meetings and revises/upgrades the system if necessary.



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