

MENTORING POLICY

1. INTRODUCTION

In the classical language Sanskrit, Naipunnnya means ‘expertise’ or ‘mastery’. Naipunnnya, as the name signifies, aims at professionalism, discipline and holistic development of the student. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. **Naipunnnya School of Management, Cherthala (NSMC)**, a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. Naipunnnya affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnnya became synonymous with academic and professional excellence.

2. MENTORING POLICY

In the context of higher education in the Naipunnnya School of Management, Cherthala, mentoring may be recognized as a strategy required by the students to achieve learning goals with emotional and instrumental support. Thus, the student mentorship programme will incorporate the support of faculty members as “Mentors” to all the students in the college. Each student shall be assigned a”

Mentor” to overcome their hurdles to achieve the goals desired by them in their academic career.

The process of Mentoring is an individualized form of counselling 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 next academic step, 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.

Objectives

- a) Provide students with career and non-academic counselling.
- b) Focus and motivate students to achieve learning goals and thereby improve their academic performance.
- c) Guide, encourage, and advice the students about their upcoming student life, student health, mental and emotional well-being and listen to their

issues with patience and help them solve their concerns with appropriate resources, support and referral available.

- d) Generate curiosity and interest in academics and other institutional activities amongst the students.

3. MENTOR MENTEE MECHANISM

- i. Faculty members (Mentors) will be assigned a group of 15 to 25 students from the same Department.
- ii. The mentee once assigned to a mentor will continue with the same mentor till the end of the program of study of that mentee.
- iii. Every Year, First Year students will be added to the mentors list in place of the graduating students.
- iv. Mentor will maintain a mentor mentee record.

4. ROLES & RESPONSIBILITIES

4.1 Responsibilities of Mentor

- i. Each mentor shall spend at least three hours with each of their mentees in a semester.
- ii. Help to improve upon communication skills and shed hesitation.
- iii. Advice mentee to accomplish their goal in academic and career development.
- iv. Help them solve their concerns with appropriate support and referrals

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- v. Encourage inquisitiveness and interest in academic, extracurricular and social works.
 - vi. Conduct discussions on socio-cultural aspect of the country to mould them into a good citizen.
 - vii. If situation demands contact parent/guardians and provide the information about the achievements of their wards
 - viii. Update the mentee on various scholarships, fellowships, competitions, internships, research projects, job opportunities, etc.
 - ix. Develop leadership quality, team work among mentee.
 - x. Develop a long-term relationship and keep in contact to see the effects of mentoring and the progression of the mentee.
 - xi. After completion of each session, submit the meeting records and a brief report to IQAC keeping the information and discussions with the mentees confidential.
 - xii. Consult the college psychologist about the needs of any mentee and take necessary action.
 - xiii. Listen to the mentees, be flexible, be empathetic, be respectful and invest time and efforts
 - xiv. Identify the learning abilities of their mentees and suggest necessary remedies to the IQAC

4.2. Responsibilities of Mentee

- i. Attend meetings regularly
- ii. Be respectful towards everyone and the mentor
- iii. Share details of her/his performances in academic, extra-curricular activities, etc with mentors

- iv. Share his/her career plans and specific needs with mentor.
- v. Focus on the guidance or advice provided by the mentor.

4.3 Responsibilities of The Head of The Department

- i. HoD should allot the mentor at the beginning of the programme
- ii. Meet all mentors of his/her department at least once a semester to review the proper implementation of the system
- iii. Assign a new mentor if any faculty discontinued their service.
- iv. Advises the mentors whatever necessary
- v. Initiates administrative action on a student when necessary
- vi. Keeps the Head of The Institute and IQAC Coordinator informed.
- vii. Verify the mentor mentee record at the end of every semester
- viii. Submit the mentor mentee record the IQAC at the end of every year for approval.

4.4 Responsibilities of The Academic Council

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

5. EXPECTED OUTCOME OF THE MENTOR-MENTEE PROGRAM

- i. Identification of the learning abilities of the students and requirements of special needs.
- ii. To empower students through imparting skills for self-awareness, self-management, social awareness and relationship management
- iii. Proposal for augmenting curriculum as per the requirement of the students

- iv. Forwarding suggestions for changes in the curriculum to university for necessary action.
- v. Modifications in the teaching-learning pedagogies

Amendments/Review: This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.

Indicative time of Review: 27/03/2026

Administering Entity: Principal, Vice principal, Executive director, IQAC Coordinator

Approval Authority: College council