



Rashtreeya Sikshana Samithi Trust

R. V. INSTITUTE OF MANAGEMENT

CA-17, 36TH CROSS, 26TH MAIN, 4TH T BLOCK, JAYANAGAR, BANGALORE – 41

MENTORSHIP PROGRAMME

Mentoring is a process where in a mentor takes care of another person's career interest and wellbeing. Mentor is an advisor and also gives directions to the student towards the academic and professional excellence. Each of the mentoring relationship should be centered on the student's goals, life styles, career preferences and long term achievements in life. Mentoring benefits both the mentor and mentee as sharing information related to various aspects of life is carried out during mentoring sessions.

Mentor the faculty should develop listening skills; demonstrate respect, patience, communication skills and strong judgement skills.

OBJECTIVE:

1. To encourage the students for regular interactions with the mentor so as to build a good rapport with the mentor, thereby the care, advice and support can be provided by the mentor to the mentee.
2. To provide a plat form for the student to express/share the feelings and to discuss any issues confronted by the student during a given point of time.

GUIDELINES FOR THE MENTORS:

1. Mentor should give full attention to the mentee and encourage them to talk freely without interruptions.
2. The mentor should be approachable anytime when a student is in need of help and guidance

3. Any psychological problem can be dealt individually on a case to case basis or take help from the trained counsellor.
4. Mentor should keep a track of the student's progress and achievements.
5. Mentor should keep a record of the student attendance on a regular basis. Students who are not regular to the college have to be advised on regularity and punctuality. Any distractions need to be identified.
6. While interacting with the students from different cultural background having low self-esteem, lack of communication ability etc., the mentor should understand these shortcomings and act suitably.
7. Any type of problems related to health of the student the mentor can provide support and encouragement.
8. The information that has been shared by the student should be kept confidential. If the student requires additional support for any serious illness/ problems it can be referred to the committee or to the head of the institution.
9. The mentor should encourage the students to take active part in the academic as well as extracurricular activities to ensure overall development of the student's personality.
10. Provide support in times of discouragement as well as success, and be mindful of signs of emotional and physical distress.
11. Use concrete language to critique students' work. What the mentor communicates with the students must be timely, clear and, above all, constructive.
12. Critical feedback is essential, but it's more likely to be effective if tempered with praise when deserved. Remind students that you are holding them to high standards in order to help them improve.
13. Share what you've learned as both a scholar and a member of a profession. You might think things are obvious to students that aren't. At the same time, tell your students what you learn from them.
14. Identify professional workshops and networking opportunities for students. Involve students in editing, journal activities, conference presentations etc.
15. Part of effective mentoring knows when to refer mentee to another resource that might be more helpful.

16. Mentors keep track of their students' progress and achievements, setting milestones and acknowledging accomplishments.
17. The mentor should hold at least two or three meetings with the mentees during the month and send the summarised report to the committee. The committee will then collect the reports from various mentors and consolidate and forward it to the head of the institution.

General Features of Mentoring

The essential features include the following:

- ❖ Specifics regarding the frequency and length of meetings
- ❖ Commitment to confidentiality
- ❖ Specifications as to what the mentor will offer (e.g., facilitating creation of a personal development plan, listening, sharing helpful experiences and information, and offering constructive feedback)
- ❖ Responsibilities of the mentee

Mentoring benefits students because:

One of the values a more experienced mentor brings is access to information and suggestions for success.

- ❖ It supports their advancement in research activity, conference presentations, publication etc
- ❖ Students are less likely to feel ambushed by potential bumps in the road, having been alerted to them, and provided resources for dealing with stressful or difficult periods in their student careers.
- ❖ The experiences and networks their mentors help them to accrue may improve the students' prospects of securing exceptional professional placement.
- ❖ The knowledge that someone is committed to their progress, someone who can give them solid advice and be their advocate, can help to lower stress and build confidence.
- ❖ Constructive interaction with a mentor and participation in collective activities he or she arranges promote engagement in the field.