

CENTRAL UNIVERSITY OF PUNJAB

Policy for Mentoring System

Preamble

Mentoring is a collaborative partnership between a Mentor and a Mentee. The one, who possesses greater skills, knowledge and experience is the mentor and who is looking to increase his or her skills, knowledge and experience is a Protégé or mentee. Mentoring is a process of engagement that is most successful when done collaboratively and is a reflective process that requires preparation and dedication.

The idea behind mentoring system is to focus on developing affective domain of providing education along with higher skills of cognitive domain. The mentor who possesses greater skills, knowledge and experience provides the guidance, direction, remedial measures and plays the dominant role in maintaining quality. This will enable her/him to manage classroom situations efficiently.

Mentoring relationship can be formal or informal. Formal mentor relationships are usually organized in the institution, Informal mentor relationships usually occur spontaneously and are largely psychosocial and help to enhance the mentee's self-esteem and confidence by providing emotional support and exploring interests. Mentoring can be a powerful growth experience for both the mentor and the mentee.

Mentoring System

The policy envisions to:

1. provide immediate guidance by mentors to address academic issues and provide guidance on personal and psychological issues of the mentees, if required.
2. support Mentees under organized and guided supervision
3. provide holistic experience to develop an appropriate teaching- learning behaviour.

The following steps are to be followed for mentoring:

1. Building rapport and getting acquainted with the mentee
2. Set direction on the basis of academic, personal and social needs of the mentee
3. Create a list of learning activities
4. Plan and manage the resources required
5. Prepare a Timeline

6. Write mentoring action plan into paper to help mentee to translate his/her goals into executable and attainable steps and plan to track his/her successes.

The important points to be kept in mind are to:

1. assure mentees the confidentiality of the information provided by them
2. acknowledge the difficulty without casting blame on them
3. appreciate the mentees

The university shall have the following mechanism:

- a) For personal and psychological mentoring, on the day of orientation, groups of 5-8 students shall be allotted to a faculty member.
In a rather unconventional procedure, an attempt shall be made to group the students of one geographical region together and allot a mentor of the same region. It is believed that this shall create a comfort zone for the students in their mentor group and yet there shall be plenty of opportunities for them to mix with the students from other regions during organisation of various activities at the university.
- b) For academic mentoring, within 6-8 weeks of joining the university, an academic mentor shall be allocated by the department in consultation with the faculty to help the students to achieve future career goals.

Students shall be provided with one opportunity to change the mentor group, if they like, and thereafter the group shall remain with the same mentor until graduation.

To start with the process of mentoring, after assignment of the mentees, plan formal meetings with them once in a fortnight during working hours at least for the first semester. Thereafter informal meetings may be planned as per the need of the mentee and record is to be maintained for every type of support, guidance, counselling, encouragement or facilitation.

The contact details of the mentors shall be provided to the parents and thus mentor shall be a single point source for the parents to seek all academic, general or personal information about the student's performance at the university.

Parents shall also reach the mentor for any emergency.

Each year with increase in the number of students in the groups, the seniors shall treat freshers as their companions.

The list of mentors and mentees shall be uploaded on the university website after orientation programme.

The records shall be maintained by the respective mentors, both academic and personal mentors, regarding their interactions with the mentees.