

JAIPURIA INSTITUTE OF MANAGEMENT LUCKNOW



Mentoring Policy



VISION

To be an educational institution of choice for all stakeholders which promotes human well-being through continuous learning.



MISSION

To provide learner-centric education that focuses on developing learners as competent, ethical and socially conscious management professionals through continuous improvement in the quality of teaching-learning process and research.



Objectives

The objective of Mentorship Programme is two-fold:

- i) All round development of students with specific focus on good placements
- ii) Providing Emotional Support given the stage of life and general disposition of the current generation with respect to emotional stability & stress management

Method

The Mentorship programme shall be conducted for both the years. The on-boarding of first year students shall begin as soon as they take admission in the institute and may continue even after their placement. The Admission Committee along with the Chairperson-Mentoring shall allocate around 10 students as mentees to each mentor based on the former's academic background, area of interest and other relevant information gathered during the admission process. For Second Year students, the same set of students shall continue as mentees from whereon the mentors are expected to play an active role in summer training. In case, a faculty member no longer remains a part of the institute due to any reason, the mentees shall be reallocated to a different mentor.

Formal Mentorship sessions of 75 minutes shall be allocated to mentorship activities in the timetable every trimester. This shall alternate between the two years and the mentors can conduct activities they deem fit for the students. It is proposed to maintain an attendance log for every formal session. Mentors are also encouraged to meet the students informally at mutually convenient times.

Guidelines for Mentors

In the light of the above, it is proposed that both mentors and mentees should develop realistic mutual expectations and the two should have clear guidelines on the dos and do-nots in the entire process. It is proposed to provide mentors with specific guidelines separately. Broadly, the mentors are expected to:

- a) Compassionately listen to the students
- b) Help them in self-assessment and self-awareness
- c) Provide moral and emotional support wherever necessary
- d) Assess the development needs with respect to placement and personality
- e) Chalk out and implement an individual development programme for each student
- f) Develop a friendly attitude
- g) Ensure that mentees attend the formally allocated mentorship sessions and maintain a record of their attendance
- h) Adopt a "nil anti-establishment attitude" towards students including decisions, policies, practices, rules and regulations framed from time to time

The mentors should not:

- a) Try to become the voice of students
- b) Offer to take up the case(s) with the authorities
- c) Interfere in the functioning and implementation of rules & regulations on behalf of students
- d) Take or extend any favour specially that creates a conflict of interests
- e) Resort to physical intimacy specially with the opposite gender
- f) Accept gifts in cash or kind except tokens of appreciation like mementos, cards etc.

Guidelines for Mentees

On the other hand, the mentees should be informed about the role of mentors. They need to be sensitized about the issues they should or should not take up with their mentors. Accordingly, the mentees are expected to:

- a) Seek active placement related guidance at all times
- b) Report their Academic Progression periodically and seek feedback for improvement
- c) Look for active tips on overall personality development and CV building
- d) Discuss current affairs and news
- e) Attend the formal mentorship sessions allocated in the time table and maintain a robust level of attendance in such sessions
- f) Respect the privacy of their mentors by not calling them at odd times or hours.

The mentees should not:

- a) Have a “complaint-box attitude” towards mentors using them for resorting to all sorts of grievances specially of a personal nature. The fact should be appreciated that mentor is not for passing time in such frivolous activities
- b) Engage in irrelevant discussions that are not related to academics, placement or the institute related activities.
- c) Indulge in criticism of faculty or staff or have an anti-establishment attitude
- d) Seek help for assignment/projects given in other courses/other faculty members

Linkages

The Mentorship process shall be actively linked with academics and different functions of Career Management Centre (CMC). All academic performance and details shall be shared with the mentors for their perusal and validation. Similarly, the finding of mentors and the results obtained in training sessions shall be mutually reported with the training wing of CMC.

The overall behaviour and conduct of the students, especially in case of malafide one, shall be instantly reported to the mentor. All communication with external bodies with respect to students shall keep their mentors in the loop.