Babu Banarasi Das Engineering College, Lucknow

Sector- 1, Dr. Akhilesh Das Nagar, Faizabad Road, Lucknow

Mentorship Policy

Managed By : Babu Banarasi Das Engineering College, Lucknow

Approved By : All India Council for Technical Education, New Delhi

Affiliated To : Dr. A. P. J. Abdul Kalam Technical University, Lucknow

BABU BANARASI DAS ENGINEERING COLLEGE

Affiliated to Dr. A.P.J. Abdul Kalam Technical University (AKTU Code: 508)

Ref: BBDEC/Academic/2018-19/Policy-01	Date: 9th July, 2018

Mentorship Policy

Students are admitted from various regions of our country with different economic backgrounds. As the transition from a school to a professional college is generally accompanied with huge anxiety and challenges for a student due to a different academic environment, pressure of professional studies and quest for a dream career, it may sometimes become overburdening for some students. While this troubled state of mind may impede the performance of some, the harm in some cases may even be irreversible. Therefore, it is required to provide personalized guidance and counseling to the new entrants to enable them to settle down in the surroundings with ease. This need is expected to be fulfilled by a Mentor.

A mentor provides support, knowledge, encouragement, guidance, and constructive feedback to the mentees by developing a genuine interest in the growth of their abilities and talents. The mentees, on the other hand, actively seek support and guidance in their career and professional development from the mentor.

Nomination of a Faculty Mentor

- Faculty Mentor (FM) is one of the faculty members of the department who is assigned a group of students. Maximum of 15 to 25 students may be assigned to each FM.
- FM would mentor these students throughout the academic Programme in almost all facets of life whether academic, career related or personal.
- The allotment of "Mentor-Mentees" at department level should be carried out by the HoDs. Complete record in this regard will be maintained by all concerned as per the formats attached as Annexure A, B, C and D. These may be revised at the department level at the beginning of every semester i.e in the first week of commencement of classes under intimation to students, faculty and academic cell.

Mentor: Roles and Responsibilities

The FM shall act as a friend, philosopher and guide to his mentees. He will focus on the performance of his mentees and do whatever it takes to get the desired results. The responsibilities include:

- Mentor shall be a patient listener, supportive of new ideas and should be able to build a very personal rapport with the mentees.
- Mentor shall critically follow the students' progress. He will compliment and encourage their achievements and counsel them for the shortfalls, if any.
- Mentor shall discuss opportunities that may be open to the students well in advance so as to enable them to prepare for the same well in time.
- Mentor shall encourage them to become self-reliant in terms of taking decisions, and at the same time he will be observant of the outcomes.
- Mentor shall guide and assist them to set up their short and long term goals and how to achieve the same through proper planning and hard work.

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- To guide the students in taking up extra academic and professional activities for broader learning exposure.
- Advise students on the choice of electives, project, and summer training etc.
- Contact parents/guardians in case of inappropriate behavior of the mentee e.g. academic irregularities, misconduct or violent approach in daily life etc.
- Mentor shall make them understand the importance of Sanskrit word- Manasa, Vacha, and Karmana'. The word manasa refers to the mind, vacha refers to speech. And karmana refers to actions. These words together describe a state of consistency expected of an individual and imply that one should strive to achieve a state where one's thoughts, speech and the actions coincide. It may be the best for a student to have a harmony in 'what you say' and 'what you do'.

At the commencement of classes in the first year, FM takes the detailed information about the student in the form of "Mentee Record" as per the format attached as Annexure 'A'.

The purpose of mentorship shall be explained to the students at the time of nominations of FMs. The FM shall hold compulsory meeting(s) with his/her group of students at least twice in a semester- one at the beginning of the semester (within first two weeks of commencement of classes) and one towards the end of the semester (towards last two weeks before pre-end semester examination). While personal meetings may be held as per the requirement at any time, mentees' absence from the meeting should invite proper corrective action by the FM. Further, to ensure that FMs meet their mentees periodically, a record of their meetings shall be maintained as per the format attached as Annexure 'B'.

Updates on the mentor-mentee meetings shall be taken up by the HoDs and the Action Taken Report is submitted by the respective FM as per the format attached as Annexure 'C'.

At the year end, and exit survey is conducted as per the format attached as Annexure 'D'.

Mentee: Roles & Responsibilities

- A desire and ability to engage in the mentoring process
- The time and commitment to pursue their goals by being punctual
- An understanding of the role and boundaries of the Mentor
- Must respect the confidentially of the relationship
- Mentees must take ownership of the process

Conclusion

The importance of mentoring can hardly be overemphasized in a college environment. It has long been recognized as a powerful tool for a mentee's development. Regardless of how a mentor and mentees are matched, etiquettes and ethics demand that the relationship be conducted in a professional manner with consideration and respect for both the parties. Successful mentorships often evolve into long term bonding and fond relationships with both parties learning and providing support for the other.

09/07/2018

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Director

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