



SADHGAMAYA

REGULATIONS AND POLICIES

Student well being and success is one of the primary goals of any institution of higher education. Mentoring is one of the methods adopted at Navajyothi College named as **SADHGAMAYA** to ensure that there is a consensual and meaningful relationship between the Mentor and the Mentees that leads to their overall growth and development. Mentoring and guiding of students had always been an integral part of the teaching learning process at Navajyothi College and faculties were appointed as Faculty Advisors to monitor student performance and growth.

The Process of Mentoring involves the allocation of a set of mentees to a designated faculty in every department with the flexibility to opt for mentors of their choice in case of need. The mentoring process helps to keep track of the student performance academically and in other co curricular activities as well.

OBJECTIVES

The general objectives of mentoring system although is to develop professional psychology in prospective candidate, those that are specific to the university are as follows.

- ✓ To enhance the quality of outcome in terms of productive student graduating from institutes and department of studies.
- ✓ To nurture the overall growth and acceptance of the institutes and department of studies by external stakeholders.
- ✓ To establish qualitative competition between institutes and department of studies focusing on well-knit education system.

- ✓ The objectives to the mentor- mentee relationship are expected to be as follows :
- ✓ To familiarize the greater culture of the university to all aspiring graduates and instill the realization of potential of successes through accomplishment of qualitative education.
- ✓ To create collaborative environment amongst students and facilitators while aptly establishing network of transparency both in academic and administrative matters.
- ✓ To lay the foundation of lifelong learning and ethical conduct and behavior in all aspects of larger life through dissemination of knowledge compounded with positive motivation, morale boosting and sense of community acceptance.

Mentor Dos

- Do showcase openness to mentee.
- Be available and accessible.
- Maintain professional boundaries.
- Concise expectations clearly.
- Deal with mentee in an ethical and professional manner.
- Be considerate about the mentee's feelings and emotions.
- Restrict the mentorship only to mentors area of expertise.
- If the progress through mentor- mentee relationship is not yielding expected success, then redirect the mentee to mentors known resource personnel.
- Demonstrate 'model professional attitude' in mentoring

Mentor Don'ts

- Efficiently manageable number of mentees is relative. Don't add more than manageable justifiably. Human dignity is to be upheld at all times. Don't treat your mentees otherwise.
- Stick to the core purpose of mentoring. Don't use mentee for personal favours of any kind.
- Mentor –mentee relation is respectful and deemed confidential. Don't in filter it with gossip of any kind.

- Restrict the influence only on progressive and positive aspects through counselling.
- Don't end up in 'fault- finding'.

General Guidelines

1. Each mentor is allotted with a batch of students, as suggested by the Departmental Coordinator in consultation with Head of the Department.
2. Mentors should conduct at least four meetings per semester with the mentees.
3. Mentors should take care of mentee's batch for academic interests and support them for improvement.
4. Mentors should encourage students for extracurricular activities within the institute and at University as well as inter-University level.
5. Mentors should interact with parents only in case of extreme situations.
6. Mentors should maintain records of all the meetings held with mentees/ parents.
7. Mentors should update regularly the record in the formats supplied.
8. Mentors should provide information about possible financial assistance available to mentees.
9. Every Department has to conduct "Open House" once in an academic year.
10. The record has to be handed over to the new mentor in case mentors are changed.
11. Annual report in form of summary has to be prepared by each Mentor and to be submitted to the Departmental Coordinator.

ETHICAL PRINCIPLES

- Mentor's role is to help the mentee become better individual.
- Care must be exercised not to harm them in any way.
- Both the mentor and mentee should maintain fidelity and responsibility.

- Mentor must maintain Integrity, fairness and Justice.
- Mentor must uphold the need for continuous learning in terms of accuracy, honesty and truthfulness in supportive relationship system.
- Stealing, cheating or engaging in frauds, deception or intentional misrepresentation of facts is unethical.
- Potential biases, scope of mentor's competencies and limitations must not lead to or condone unfair practices.
- Human dignity and worth of people must be respected.
- Basic professional rights of privacy, confidentiality and self-determination must be upheld.
- Respect cultural, individual, and role differences, including those based on age, gender, ethnicity, culture, national origin, religion, sex, disability, language, and socioeconomic status.
- Discrimination should be avoided.
- Mentor and mentee should never indulge in any kind of sexual harassment.

The role of the mentor is to:

- Listen actively and patiently and create an active and conducive environment for open
- Communication possess a non- judgmental and objective approach
- Build trust which is one the biggest challenges of mentoring and a good mentor should
- Establish a relationship grounded in trust and absolute confidentiality assist in determining personal and career goals of the mentee
- Provide a clear assessment of the mentee's strengths and weaknesses and help in goal setting
- To guide the mentees to identify and avail existing opportunities to better their performance and to meet their goals
- Be able to identify limitations in providing counselling and escalate to a professional counsellor or psychiatrist as the need arises
- Share knowledge, skills and experience to validate the mentee's doubts and queries
- Empathise with the mentee's problems and circumstances

- Encourage, motivate and inspire the mentee in order to ensure that they achieve their goals
- Ensure regularity and sincerity of the mentee in attending classes and exams.
- Maintain a note of each mentee in a prescribed format in mentoring booklet.

The role of the Mentee is to:

- Reach out to the mentor in times of need
- Communicate effectively and honestly about any problems and issues
- Engage and participate actively in the mentoring process
- Acknowledge and accept the support provided by the mentor in identifying goals
- Work sincerely towards the goals set consensually
- Maintain and improve inter-personal skills.