

## **Mentorship Activity Policy**

### **1.0 Introduction:**

Mentoring is a relationship between two people with the goal of professional and personal development. It is a relationship defined as helping and supporting students to "manage their own learning in order to maximize their professional potential, develop their skills, improve their performance, and become the person they want to be"

The "Mentor" is usually an experienced individual who shares knowledge, experience and advice.

Mentors become trusted advisers and role models – people who have "been there" and "done that." They support and encourage their mentees by offering suggestions and knowledge, both general and specific. The goal is to help mentees improve their skills and hopefully, advance their careers as and when possible.

The relationship between the Mentor and the Mentee (Faculty as the Mentor and the Student as the mentee) should be based on mutual trust and respect, and it offers personal and professional advantages for both parties.

Mentoring is a professional activity, a trusted relationship and a meaningful commitment.

### **1.1 Objectives of the Mentoring Activity:**

1. To help enable the newly joined students to get accustomed to campus life and the various programs of the Institute.
2. To facilitate the mentoring for poor performing students at any stage during their time at the Institute.
3. To help in the students' academic growth and identify career paths for them.
4. To help in supporting students' personal growth.
5. To provide an opportunity for students to learn and practice professional networking skills.
6. To equip students with the understanding of making ethical and informed decisions.



**IQAC Coordinator**  
**COORDINATOR**  
Internal Quality Assurance Cell  
Ashoka Business School, Nashik



**Director In-Charge**  
**DIRECTOR**  
Ashoka Business School  
Nashik

**1.2 Mentor Guiding Principles are:**

1. Commit to honesty.
2. Agree on confidentiality
3. Listen and learn
4. Lead by example
5. Be flexible.

**1.3 Mentors must:****1. Improve social skills:**

Make students better leaders by enabling them to relate to different kinds of people.

Help them develop strong communication skills so they can handle any situation.

**2. Bolster self-esteem:**

Mentors are always in a student's corner. Believing in them and recognizing and celebrating their successes.

**3. Provide career exploration:**

1. Mentors act as career counselors, helping students to brainstorm career possibilities, define career goals and establish action plans to reach professional goals.
2. Mentors should be sources of networking opportunities for students.

**3. Support academic activities:**

1. Depending on the circumstances, mentors serve as important academic tutors during their tenure at the Institute.

**4. Be a friend:**

1. Some students, especially the older ones, find it difficult to talk to their parents or friends about what's on their mind.
2. Mentors, can be trusted confidantes, helping students work through day-to-day struggles.



**IQAC Coordinator**  
**COORDINATOR**  
Internal Quality Assurance Cell  
Ashoka Business School, Nashik



**Director In-Charge**  
**DIRECTOR**  
Ashoka Business School  
Nashik

#### 1.4 What mentors can do:

Team meetings (conducted out twice in a month as per the Timetable)

One-to -one meeting (any number of times as and when required)

Social outings (if need be)

#### 1.5 Process:

1. A preference form is sent (after one month of the new students joining) to be filled by the new batch students, their preferred faculty as Mentor. [This practice followed at ABS]

##### Time frame basis:

Fortnightly meetings are held [2 meetings every month] Informal meetings will happen as and when required] Records of every meeting to (especially of the official ones) be maintained by the Mentor.

**Goals:** Ask mentees to develop and share a work plan that includes short-term and long-term goals as well as the timeframe for reaching those goals.

**Meetings:** Mentees should know how frequently Mentors will be able to meet with them, and that it is their responsibility to arrange and take the lead in these meetings.

**Thresholds:** Both have to be explicit about the kinds of issues felt to be required in a face-to-face meeting.

Also it should be made known to them if they may contact mentor at home, and under what circumstances, and ask them their time preferences as well.

**Feedback:** A feedback link, at the end of every month is sent to the Mentees for their feedback about their respective Mentors.

The Unit coordinator has a one to one discussion with the Mentors in regards to the FB from their mentees. (Esp. in case of any grievances)



**IQAC Coordinator**  
COORDINATOR  
Internal Quality Assurance Cell  
Ashoka Business School, Nashik



**Director In-Charge**  
DIRECTOR  
Ashoka Business School  
Nashik

**Progression goal of mentee:**

- as per concurrent evaluation system

[class tests + assignments + presentations]

Change in the attitude, behavior, academic performance, skill enhancement and involvement in various activities can be seen in the students which are the result of effective mentoring.

**1.6 Do's and Don'ts for the Mentors:**

Sr. No.	Do's	Don'ts
1	dedicate sufficient time for mentoring	be overcritical of mistakes
2	assign tasks and responsibilities that stretch the mentee	talk when you should be listening
3	set the performance bar high	undermine your mentee's trust in you
4	be an exemplary role model	inhibit your mentee's capacity to think for themselves
5	give the mentees every opportunity to learn by experience	assume the role of problem solver for the mentees
6	give the mentees every opportunity to learn by experience	do not do what the mentees should be doing themselves
7	help mentees to consistently move beyond their comfort zone	do not attempt to force a mentee in one direction
8	point out areas that need improvement, always focusing on the mentee's behavior, never his/her character	do not allow friendship to shade over into favouritism
9	serve as a model for balance between professional and personal needs and obligations	do not convey to the mentees that honest mistakes are career-altering disasters

10	Recognize the need to maintain a distance by focusing on professional mentoring alone.	Cross the border by getting very personal to losing respect for each other
----	--	--

**1.7 Do's and Don'ts for the Mentees:**

Sr. No.	What a mentee does	What a mentee does not do
1	recognize the need for mentoring and seek it out	do not expect mentors to solve all problems for him/her
2	accept that he/she will make mistakes, and learn from them	do not expect mentors to do work that he/she should be doing yourselves
3	preserve time for family and friends	do not shy away from new learning experiences
4	Is prepared to give his/her best	do not use friendship with a mentor as a tool to avoid work or escape consequences of her/his own activities
5	exchange personal and professional support with fellow trainees	do not avoid talking about problems, anxieties, or grief because it makes him/her seem less than perfect
6	Recognize his/her limits	Should not try to cross boundaries and try to keep it as much as professional as possible

  
**IQAC Coordinator**  
**COORDINATOR**  
 Internal Quality Assurance Cell  
 Ashoka Business School, Nashik

  
**Director In-Charge**  
**DIRECTOR**  
 Ashoka Business School  
 Nashik

### SOP of Mentorship Process and Student Achievements

#### INPUT

Sr. No.	Input	Input source /process
1	Class wise student details	Admin

#### PROCESS

Sr. No.	Activity	Responsibility	Stage output
1	Prepare Mentors list	Mentorship Coordinator	Mentors list
2	Allocate Mentees to each Mentor and Prepare Mentees distribution list. Inform the same to the Mentors and mentees.	Mentorship Coordinator and respective Mentors	Mentee Mentor distribution list
3	Prepare Mentor wise distribution list and inform same to Mentor	Mentorship Coordinator	Mentor wise distribution Chart
4	Get Self-Assessment Form filled from students	Mentor	Self-Assessment Form
5	SWOT Analysis of Mentees and Interaction on the same	Mentor	SWOT Analysis
6	Regular Interaction with Mentees	Mentor	Interaction Record
7	Motivate mentees for participation in various events/ competitions etc and maintain the record of their achievements	Mentor	Student Achievement List
8	Prepare semester wise Mentees progress report	Mentor	Progress report

#### OUTPUT

Sr. No.	Output	Output goes to (process / people)
1.	Mentors list	Director , Mentorship Coordinator
2.	Mentor wise Mentees distribution Chart	Students, Mentor ,Mentorship coordinator, IQAC
3.	Self-Assessment Form	Mentor
4.	SWOT Analysis	Student ,Mentor
5.	Interaction Record	Students, Mentor, Director
6.	Student Achievement List	E Bulletin, Prizes/rewards
7.	Progress report ( semester wise)	Student , Mentorship Coordinator, IQAC

**IQAC Coordinator**  
 COORDINATOR  
 Internal Quality Assurance Cell  
 Ashoka Business School, Nashik

**Director In-Charge**  
 DIRECTOR  
 Ashoka Business School  
 Nashik

Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document as Evidence
Students Satisfaction	Percentage score	Student feedback	Once in Month	Mentorship Coordinator	Student feedback report
Student Achievement	Number	Achievement list	Once in a Semester	Mentor	Achievement list, Certificates etc



**IQAC Coordinator**  
**COORDINATOR**  
Internal Quality Assurance Cell  
Ashoka Business School, Nashik



**Director In-Charge**  
**DIRECTOR**  
Ashoka Business School  
Nashik