



SIENA COLLEGE OF PROFESSIONAL STUDIES

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MENTORING POLICY

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Mentoring is a process to support and encourage people to manage their own learning in order that they maximize their potential, develop their skills, improve their performance and become the person they want to be. A mentor may share with a mentee the information about his or her own career path as well as provide guidance, motivation, emotional support and a role modelling.

The Objective of Mentoring System

The overall objective of mentoring is to improve the personality of the student and impart self-motivation and human values among students.

- Enable students to face their academic and personal challenges
- Offers psychosocial support for the students
- Help students to learn new skills
- Create increased self-esteem, self-confidence and affirmation of professional competence in students.

Role of Mentors

- The mentee once assigned to a mentor will continue with the same
- mentor till the end of the program of study.
- Every Year, First Year students will be added to the mentors list in place
- of graduating students.
- The mentor shall be changed only with the approval of the HOD in appropriate circumstances
- Each Mentor will have 30-35 mentees.
- Mentors must meet their mentees regularly.
- The Mentor should maintain a record of mentoring and do follow up.
- The mentors shall record mentee interactions every time the student approaches the mentor for the purpose of mentoring.
- All meeting held between mentor and mentee will be kept confidential.
- Mentors help students to overcome their weakness and furnish them with the encouragement they need to achieve their career goals.
- Mentors may give special attention to the needs of students who are challenged due to cultural and ethnic issues.
- Mentors should identify the interest area and talent of the mentee and encourage the mentee to pursue the talent
- The mentors shall encourage the students to use their time effectively and productively.
- The mentors must make best efforts to dissuade their mentees from harmful practices of smoking, drugs, alcohol etc.

- After completion of each academic session, submit the meeting records and a brief report to IQAC.
- Consult an on-call psychologist about the needs of any mentee and take necessary action.

Role of Mentee

- The mentees will be intimated names of the mentors to whom they will be assigned
- It shall be the responsibility of the mentee to contact faculty mentor at the appointed time.
- Share details of her/his performances in academic, extra-curricular activities etc to mentors.
- Share his/her career plans and specific needs with mentor.
- Focus on the guidance provided by the mentor.