



School of Data Science and Forecasting Devi Ahilya Vishwavidyalaya, Indore

(NAAC Accredited "A" Grade)



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STUDENT MENTORSHIP PROGRAMME

Mentoring is a unique method of supporting students to improve their learning and leadership skills, motivating them towards their future career development. With this in mind, the school has developed a mentorship programme wherein the faculty members are given training on mentor system and meet the students on day-to-day basis to listen to their issues and guide them on their overall personality development.

The Student Mentor Programme (SMP) is a programme within the departmental student community, under the guidance of the Head and faculty members with the following objectives of enabling constructive interaction, guidance and mentorship of junior batch students by the senior batch students. Providing, a reliable and comprehensive support system, to motivate students to excel in both academic and non-academic activities. The objectives of the SMP include:

- To help the junior batch students in understanding the challenges and opportunities present in the university and develop a smooth transition to campus life.
- To counsel academically weak students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems.
- To provide positive role models to the students in the school.
- To proactively try to identify problems of the general student populace and to bring them to the notice of the concerned faculty members/ HoD.

The SMP endeavors to pursue these objectives by carefully identifying those who can act as an anchor and guide for a freshman or an academically weak student. The student mentors, belong to the senior batch, are selected to play this role with an authority to pursue the mission of the programme. Each student mentor reports directly to the faculty advisor. He/she would be the direct point of interaction with the junior batch students and may report special cases for the consideration of Faculty Advisor. This two-way system is devised to help new students to be at ease with new environment of the school / university. This is explained schematically below:

- Head
- Faculty Advisor (FA)
- Student Mentor (SM)

ROLE OF THE FACULTY ADVISOR (FA):

- The FAs play a very important role in selecting the team of Student Mentors. Selecting a team of responsible, sensitive and dedicated mentors is very critical to the success of the SMP.

- The FAs oversee the day-to-day functioning of the SMP. For this, they must keep in regular touch with the SMs and junior students to ensure that the primary objectives of the programme are being fulfilled.
- The FAs are expected to give regular updates regarding the functioning of the SMP to the Head.
- The FAs must ensure accountability from all SMs to the extent possible. As such, they may recommend suspension or removal of SMs from the team for dereliction of duty/non-performance to the SMP body.
- The SMP body should interact and share their experiences once in a month to the Head.
- FA shall counsel the students with difficulty in adjusting to the environment.
- FA shall also advise students to take help of their Student Mentors (SM).

QUALITIES OF A STUDENT MENTOR (SM):

The qualities mentioned below are guidelines used by the Faculty Advisors in selecting the new Mentor team:

- A Student Mentor is normally a student from senior batch of the academic programme.
- Empathy and humility are the most essential qualities for any mentor to possess. It is necessary for a mentor to empathize with the wide variety of situations his/ her mentees could face and be humble enough not to impose their own opinions but to tailor advice to the mentee's needs.
- Ethics are of paramount importance for SMs and they should be able to instill the same in their mentees.
- SMs should be academically inclined and capable of persuading others to be the same.
- SMs should be someone as a role model people can look up to, because of their achievements and personality.

POWERS OF THE STUDENT MENTOR:

- Every student mentor has the power to halt any activity that involves new students. Such activities include, but are not limited to, introduction sessions conducted by seniors, either personal or relating to extracurricular activities, which extend beyond acceptable limits of time or decency etc. Junior class representative is advised to keep the SMs informed about any such activities involving his/ her classmates.
- In matters pertaining to academics, which require preventive or curative action to be taken in the interest of the wards, the student mentor has the responsibility and the right to bring the case to notice of the concerned. Faculty Advisor, who would in turn take the necessary action.
- In matters that affect the wards, and can only be resolved at the school level, the Student Mentors have the right to bring the problem to the notice of the Head. If a SM feels that a particular student is facing academic/emotional problems that cannot be resolved by him/her, the SM must report the matter to the Head immediately.
- It is desired that the mentor team works in harmony with the various committees of the school.
- In case a student needs additional help, Student Mentors shall coordinate with Faculty Advisor.

ROLE OF THE STUDENT MENTOR (SM):

- Each Student Mentor is assigned a group of 6-10 junior students, who would henceforth become his/her mentees. Under normal circumstances, it is the primary duty of the SM to guide the mentees assigned to him/her. However, the responsibility of each mentor extends to the entire junior batch and hence, the mentor should feel free to intervene in any matter related to them.
- The Mentor should ensure to the best of his/her ability that his/her mentees are able to adjust comfortably to life at University - both in the school and in the hostel. For this, it is imperative that the Mentor establishes a close rapport with mentees.
- The Mentor should see to it that he/she meets them at certain critical junctures such as the first few weeks of the semester, well before semester exams and at the time of results.
- The Mentor must act on any complaint of misbehavior by a senior batch student. The school has strict policy against ragging of any form.
- The Mentor has to impress upon his/her mentee the need to maintain a balance between academic and extra-curricular activities, so that one utilizes one's time in the most productive manner.
- The Mentor must ensure that no activity is forced upon any junior student against his/her will. The thin line between forcing and persuasion is one which the Mentor has to judge based upon his/her perception of the student, and the matter at hand.
- The Mentor should be ready to help his/her mentee overcome any problems (academic or social) in an advisory role and act as a responsible role model. At the same time, he must realize the importance of making his/her mentee independent and self-reliant.
- Mentors should immediately inform the FA regarding any potentially serious case related to their mentees or any other student (if they come to know of it).
- Mentors are expected to play their role as responsible seniors using their own discretion.

DUTIES OF MENTORS:

1. Mentors are required to keep track of their mentees with reference to academics, attendance, discipline and overall development.
2. Mentors are to record their findings in the mentor's diary.
3. Any complaint or compliments regarding mentees are to be brought to the notice of the respective mentors.
4. Mentors, if required are to schedule face-to-face counseling with their mentees.
