

PARUL UNIVERSITY

R/Notification-09/Mentoring/2015-16

Office of the Registrar
January 23, 2016

NOTIFICATION

Subject: Mentoring Policy

Preamble :

The students who are admitted to the University are exposed to certain difficulties either in their academics or in their personal front. The problem starts with getting acclimatized to a new free environment in which they have to interact with a new band of teachers, stay with new companions who are total strangers and also manage their personal living without the support of parents/guardians for the first time. It is also important that they learn to cope with the challenges thrown up by the new environment. There are instances where students who are too weak to adjust to the new environment may face a psychological breakdown and leave the college without completing studies. In rare circumstances, it is also seen that they may take the extreme step of taking their own lives. To overcome such a behavior among the students, mentoring of these students by both experienced teachers as well as senior students in a compassionate manner can be a solution to this problem. Hence, it is proposed to have a policy for mentoring the students which may be called as "Mentoring Policy" in the University. The gist of the policy shall be as follows:

Policy :

1. In each college, arrangements shall be made by the Head of the Institution to have a Mentoring System in which the HOI identifies one mentor to whom about 30 students are assigned.
2. The Mentor shall have periodical meetings with the assigned students to familiarize himself/herself with the problems encountered by the students, either in their academic work or in their personal living
3. Whenever the mentor finds that a mentee or mentees have specific problems, the mentor shall bring this to the notice of the concerned teacher/HOD/HOI/Parents.
4. The mentor shall advise the mentee on the methods to improve himself/herself
5. If the problem is related to the policies of the college/hostel, the mentor also informs the concerned officials regarding the problems faced by the mentees and the reasons thereof.
6. In cases, where the mentor feels that the intervention of a specialist is required, the mentor shall inform the HOD/HOI accordingly and arrange to get psychological help from the experts.
7. The mentor shall maintain the records of the meetings held with the mentees and shall periodically report the outcomes of the meetings to the HOI.

8. The mentor shall also arrange to keep in touch with the parents of the mentees and report any sudden change observed in the behavior of the mentees to their parents immediately.
9. If the problems faced by the mentees are related to following the academics, then the mentor shall approach the concerned authorities in the college/ university and arrange for extra coaching to the affected mentees.
10. There shall be a meeting of all the mentors of the college convened by the HOI atleast twice in a semester.
11. The HOI shall report the gist of problems faced by the students in the college and the remedial measures implemented thereon to the university atleast once in a semester.

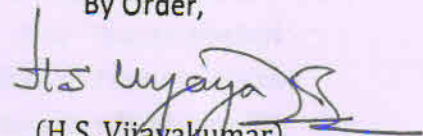
To coordinate the activities of the Mentoring in the University, the University will nominate a senior teacher as "Mentoring Coordinator"

The Provost is pleased to nominate Prof. Ruchi P. Shrivastava, Principal, PIET-DS, as Mentoring Coordinator in the University with immediate effect, until further orders.

The Mentoring Coordinator shall be responsible for getting timely advice from the experts regarding the ways to tackle the problems faced by the students in the college by arranging for meetings between the students and the experts.

The Mentoring Coordinator shall also advise the HOIs in assessing the performance of the mentors. The Mentoring Coordinator shall also work in close association with the University Placement Cell in order to provide better placement opportunities to the students.

By Order,


(H.S. Vijayakumar)
Registrar

To,
Prof. Ruchi P. Shrivastava, Principal, PIET-DS
cc

- 1) All officers of the University
- 2) Principal / Director of all Colleges
- 3) Deans of Faculty
- 4) Establishment Section

Copy Submitted to

- 1) The President
- 2) The Vice President
- 3) The Provost