

RAJKIYA ENGINEERING COLLEGE PRATAPGARH

STUDENT MENTORING POLICY (2024 – 25)

The student mentoring policy (SMP) at Rajkiya Engineering College Pratapgarh aims to enhance the academic development, professional development and personal (psychosocial) development of students. At the REC Pratapgarh, mentoring is a process embedded by the students to achieve learning goals with emotional and instrumental support. The students' mentorship programme is supported by the faculty members of the department as '*Mentors*' to all students of the Institute as '*Mentee*'. The students of REC Pratapgarh are assigned the Mentors to help them recognizing their different expectations in academics, career and self.

AIMS & OBJECTIVES OF STUDENT MENTORING POLICY

The aims and objectives of SMP at REC Pratapgarh are to provide a psychosocial mechanism that helps students in the following:

1. Career and self development.
2. Addressing issues those may obstruct to achieve the desired goal and academic prosperity.
3. Helping students to navigate preparatory courses for skill and personal development.
4. Motivate to excel themselves, grow and prosper.
5. Develop communication, leadership and team-oriented skills.
6. Advise for their student life, health, mental and emotional well-being and their upcoming professional life.
7. Any other concern that student is curious to know beyond academics and classroom learning the mentor will listen patiently and solve with appropriate resources and support within Institutional framework.

SCHEDULE OF MEETINGS & MENTORING ENVIRONMENTS

The success of a mentoring programme will depend on how frequently and easily mentors are accessible to mentees for their need. The use of emails, mobile calls and video conferencing are different means to build an effective mentoring relationship. However, mentees at REC Pratapgarh can meet according to a pre-arranged meeting as scheduled by mentors. At least one meeting per month would be scheduled for increasing social interaction between mentor and mentees. The mentees can meet their respective mentors in one-to-one or in small groups as desired. Further, seeing mentors in

different environments can help students to build a close proximity that suits them to discuss personal and self issues openly and honestly.

MENTORS ROLE AND RESPONSIBILITIES

Although, no single mentor can fulfil all mentoring needs a student requires. But the mentors must know their own experiences that how they can best help students with their expertise, knowledge and skill. For an effective mentoring, the mentors at REC Pratapgarh do the following:

1. Communicate with mentees regularly and ensure that mentors are always available and willing to help them within campus boundary.
2. Provide feedback on mentees activities for mistake recovery, failures learning and risk management.
3. Provide guidance and support to increase the mentees adaptability with the new environment.
4. Counsel to support the mentees self esteem and non judgemental discussions.
5. Provide respectful support, guidance, criticism and assistance during learning process and beyond.
6. Maintaining confidentiality of the information shared by the mentee.
7. Under special need of the mentees the mentor may inform to Institute authority for the arrangement of professional expert for counselling them.
8. The underachiever students need to be facilitated by their mentor for arranging remedial tutors and monitoring their progress.

MENTEE'S ROLES AND RESPONSIBILITIES

The mentoring programme plays an important role for the overall growth of mentees' professional, skill and self life. The mentoring process builds a reciprocal relationship between mentor and mentee. Therefore, the mentee should know for the need of mentor relationship as follows:

1. Objectives of the program to study, teaching – learning process, skill and career development.
2. Mentoring relationship is to build mentees growth and goals, therefore mentee need to communicate these goals throughout.
3. Mentee should be prepared with an agenda of topics they wish to cover during conversation.
4. Prioritize the topics of discussion so that most important and relevant items are covered and discussed on priority basis.

5. Openly sharing ideas, concerns, and professional goals with the mentor resulting in a mutually beneficial and progressive situation.
6. Mentee should initiate contacting with mentor and be prepared and punctual for the mentoring sessions.
7. Mentee should establish a mutually agreeable plan with mentor for mentoring sessions. During conversations the mentee will demonstrate respect and responsibility.
8. Mentee should focus on building social bonding with mentor beyond classes. However, mentor role is to share valuable experience with mentee rather providing quick solutions.
9. Any other matter mentee want to share and discuss with the mentor.

MENTORING BEST PRACTICES

Helping students to build personalised goals, develop intrinsic motivators and create distinct interests in less explored areas help students to feel connected not only for their professional study and learning but to their mentors for guiding the way. Under the recent trends of teaching – learning scenarios the department may offer online or hybrid courses where students may regularly not available in the classrooms for physical meetings with mentors. While the principles of mentoring remain same regardless of the environment and the effort would be to work together successfully under virtual platforms. The mentor and mentee needs to define and understand their role within the relationship for achieving success.