

Christ (Deemed to be University), Delhi NCR

Department of Psychology

Mentoring System and Policy

Mentor-Mentee system in University is for the purpose to expand our student's academic as well as personal qualities. A large number of students from diverse culture are studying and learning together under one roof and occasionally they may face adjustment and academic challenges. Mentoring system helps students to cope these challenges in a guided and supportive environment and make them enable to excel in their personal and academic stages of learning and growth. Mentoring System is active at two different Levels:

1. Faculty Mentoring
2. Peer Mentoring

Objectives

- To ensure that students are performing and utilizing their optimal potentials.
- To inculcate and develop research orientation among students and also provide them guidance and support to conduct their research and other academic projects efficiently.
- To support their overall physical, social and psychological wellbeing.

Details of Mentor Mentee System

1. First semester students are assigned to their faculty mentors on the first day of the programme commencement.
2. Mentor meets their mentees on the regular basis to meet the objectives. To facilitate mentoring process, the mentor mentee meetings are assigned separate slots in the time table.
3. Mentor maintains the record of all the meetings with mentee in a Mentor Mentee Log Sheet (a sample copy is attached) to monitor the progress and outcome and also to prepare the action plan for the mentees who needs additional support.
4. Mentor reviews and addresses few of the major areas like Attendance, Behaviour and Discipline, Health and Wellbeing, Academic Performance and other related matters, Research and projects, participation in extra-curricular activities, achievements and talents.
5. Faculty mentor identifies the need for peer mentoring among students and discuss it with class teacher and HOI. After a mutual discussion peer mentors are assigned to promote cooperative learning among students.

Duties/Responsibilities of Faculty Mentors

1. Introduce the concept and relevance of mentoring system to the assign mentees and build a rapport. (FEEDBACK)

2. Conduct regular meetings and maintained the record of each meeting on the predesigned form.
3. Note the specific requirements and needs of the mentees and discuss with them the complete schedule in upcoming meetings.
4. Keep a record (preferably on google sheets) of mentee's attendance, behaviour, disciplinary matters, health, academic performance, research and projects, participation in extra-curricular activities, achievements and talents.
5. Support students academically, personally and professionally and also discuss about the remedial teaching for them.
6. To conduct a review meeting after publication of results of CIA I and CIA II.
7. Take and record the feedback on understanding of objective of Mentoring after first mentoring session.
8. Take and record the feedback on Mentoring experience at the end of semester.

Duties/Responsibilities of Mentees

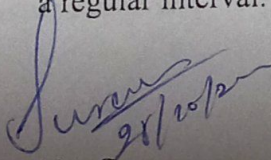
1. Attend the mentoring session regularly.
2. Fill all the details correctly in the mentoring form given to you.
3. Provide the information about your attendance, challenges, discipline, health issues, test and exam stressors, performance, and your participation in extra-curricular activities, achievements and talents to the mentor meticulously and regularly in Mentee Performance Record Sheet every month on the last working day.
4. Repose confidence in mentor and seek his/her advice whenever required.

Peer Mentoring

While mentoring sessions with faculty, few students were identified for peer mentoring based on the certain identified criteria like short attendance or any other issues related with attendance and academic performance based on their CAI I and CIA II result analysis (a sample copy of peer mentoring log sheet is attached).

Duties/Responsibilities of Peer Mentors

1. All the mentoring activities will be taken place in the guidance of Faculty Mentors and Class Teachers.
2. All the activities will be recorded in the pre-approved format (format attached).
3. Peer Mentors are expected to maintain the confidentiality of the mentoring sessions and are strictly prohibited to discuss any of the issues outside the sessions.
4. Peer mentors are expected to report the progress to their mentees to faculty mentors on a regular interval.


Dr. Surekha C.
Head, Department of Psychology
School of Humanities and Social Sciences