



IILM – Standard Operating Procedures

Mentoring of Students

Prepared by: Mr. Sachin Srivastava (2009)

Modified by: Dr. Sheetal Sharma (2017)

Approved by: Dr. Naela Jamal Rushdi (2017)

Step 1: Allocation of mentees to faculty members (Mentors) (July 2nd Week)

In the second week of July, students shall be assigned to various faculty members as their mentees. Each stage has fixed set of mentors.

Stage 1 - Mentees allocated based on the details shared by them in the admission form

Stage 2 - Handing over to be done by previous mentors by sharing the details of the mentees with the new mentors.

Stage 3 - Informing the mentees via email. Arranging a meeting with the respective mentor.

Step 2: Mentoring Orientation of Faculty (Mentors) (July 1st Week)

- A workshop for the mentors to be conducted to inform them about their role and responsibilities as mentors.
- It shall act as an orientation for new faculty members. The mentors who have held this responsibility earlier can share their experience and knowledge with the new faculty.

Step 3: Mentoring Orientation for students (Mentees) August 1st week

- Orient students about the aim of the program, its benefits, their responsibilities and role of mentor and mentee.
- Meeting with mentors

Step 4: Regular meeting with Mentees

- In the initial weeks, mentoring has to be slotted in the time table to facilitate the meetings.
- The mentors in initial meeting should create a connection with the mentees through information exchange and building rapport.
- Should understand their mentees strengths and weakness and interest area
- Understand future plan; whether they want to start their own venture, expand family business, look for corporate placements, go for higher studies or take international transfers and connect them to the concerned cell. This information would help to guide the mentees accordingly.
- Mentors should take proactive measures to ensure that the mentees are feeling comfortable and happy.
- The induction process of the mentees in the first year should be taken care of by the mentors.
- A record of meetings, interactions and assessment of mentees should be maintained.
- Mentors should see that their mentees are not facing any personal problems or adjustment problems in the college. They should refer to the counselor when required.
- Mentors should monitor the coursework submission of their mentees and also monitor their career choices.
- Mentor should keep a track of their mentees' behavior in consultation with other faculty.

- Mentors should inform the Dean/Director for any problem identification. Mentors would send the mentee report to the parents twice every term.

Step 5: Maintaining Mentee's file

Mentor should maintain a file on each mentee recording their meetings. Mentees academic record, parent contact, any medical or personal problem, co-curricular activities, general behavior in class, future plan, mentoring reports and other important documents e.g. Medical certificate, etc.

Step 6: Monitor and feedback

- Regular meeting will be held between the Director and the mentors to assess the progress. The mentors can discuss the issues related to their mentees.
- Director should also meet mentees informally to take feedback about mentor and the mentoring process.

Step 7: Appraisal/recognition

Mentoring will be a parameter in evaluating a faculty member's performance during annual appraisal.