

STUDENT AFFAIRS

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PURPOSE

To provide a living and learning environment in which the student can meet his/her

Academic &

Professional goals.

SERVICES

1] Admission

- Website
- Promotion
- Selection of area
- Financial Aid – Scholarships, Grants, Loans
- Orientation Programmes

SERVICES

2] Academic Services

- Course Selection
- Special Guidance
- Assessment Evaluation
- Co- curricular activities
- Guidance to slow learners & advance learners
- Higher education opportunity

SERVICES

3] Campus life

- Campus safety
- Community Services
- Off campus student services
 - Social programmes
 - Transportation, Transitions
 - Housing
 - Dining

SERVICES

4] Counselling, Health and Wellness

- Career counselling
- Job fairs, Interview techniques
- Mock interviews
- Placements, Internships
- Different cells
 - Anti-ragging Cell
 - Grievance Redressal cell

SERVICES

Health Services

Medical Facility : Medical & Mental Health

- Medical officer
- Psychiatrist

Wellness

- Personal wellness
- Antiviolence
- Alcohol / other drug abuse
- De-addiction programme
- Medical insurance of students

SERVICES

5] Disability support services

Physical -

Ramp, Toilets, Wheel chair

Emotional -

Counseling

SERVICES

6] International Student Services

- Support with visas,
- Homesickness
- Language & cultural transitions

SERVICES

7] Spiritual Programs

- Prayer
- Activities

SERVICES

8] Residence Life

- Hostel
- Dining & food services
- Other facilities

SERVICES

9] Sports

- Gym
- Indoor games
- Outdoor games

10] Recreation

- Intramural sports
- Clubs

SERVICES

10] Alumni support

- Scholarships
- Sponsorships
- Seminars from Alumni
- Fund raising (Student Welfare)
- Training, Internship and Placement support

METHODOLOGY



Services are provided through

1. Admission Committee
2. **Student Council**
3. Academic monitoring committee
4. **Mentor-Mentee System**
5. Co curricular Activities
6. **Sport**
7. Medical facility and support
8. Hostel
9. International Student Centre
10. Training and Placement Cell
11. Scholarships
12. Alumni Associations
13. Safety of students
14. Different cells like
 - a) anti-ragging cells
 - b) Grievance Redressal cell
 - c) Internal Complaint committee
15. **Rural Immersion Program**
16. **NCC**
17. **Different Clubs**



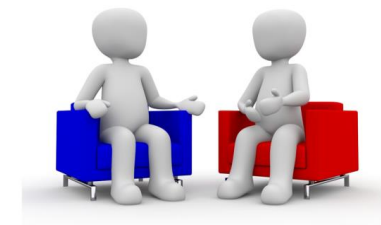
MENTOR - MENTEE SYSTEM

MENTOR

: A person who takes an interest in developing another person's career and well being

: A teacher who advances the academic and professional goals desired by the individual student (Mentee)

Every school of MIT WPU shall have Mentor Mentee system based on number of faculty members and number of students



MENTOR - MENTEE SYSTEM



General guidelines

- Mentor : Mentee 1:15
- The same mentor for entire duration of the program

Mentor shall

- Work in place of mentees parents
- Maintain detail progressive record of mentee in the prescribed format.
- Periodic meetings with mentees.
- Identify the slow learners and advance learners .
- Identify the hidden potential of the mentees and encourage them to showcase at appropriate level, place and time

MENTOR - MENTEE SYSTEM

- Ensure the attendance of the student.
- Keep all the details i.e. profile, address, contact number, e-mail address of parents/guardians
- Inform the parents periodically about the attendance and performance of the students
- Provide support in ill health, discouragement, failure, confusion and frustration as well as success and achievement.



MENTOR - MENTEE SYSTEM



- Keep track of student's progress and achievements setting milestone and acknowledging accomplishments.
- Encourage students to try new techniques, expand their skills and discuss their ideas.
- Continuously monitor, counsel, guide and motivate the students

MENTOR - MENTEE SYSTEM



- Advise students regarding choice of elective, project, internship, placement etc.
- Contact parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes, interpersonal relations & detrimental activities etc.
- Intimate HoS & suggest if any administrative action.

EFFECTIVE MENTORING

Role of the School and Deans

- Programs of high standard and quality
- All policies / SoP's should be in place...Transparency
- TPO
- Alumni data
- Motivations to students
- Motivation to excellent Mentor...Awards



EFFECTIVE MENTORING



Role of Mentor

- Provide an annual review of student progress
- Provide peer mentoring opportunities.
- Support for professional development
- Develop mutual trust & respect
- Maintain confidentiality
- Helping the mentee solve his or her own problem rather than giving direction
- Commitment and involvement

HEAD OF SCHOOL SHALL



1. Meet all mentors of his / her school at least once a month to review proper implementation of this system
2. Ask mentors to provide difficulties and problems faced by the students
3. Advise mentors wherever necessary
4. Initiate necessary action on a student when required
5. Keep the Associate Dean / Dean of faculty informed.

ACADEMIC COMMITTEE(UPC/PPC)

Academic committee of school will

1. Discuss mentoring related issues at least twice in a semester during its meeting
2. Revise or upgrade the system accordingly if required.





ETHICAL PRINCIPLES IN MENTORING RELATIONSHIP

ETHICAL PRINCIPLES

1. Promote **Welfare & Safety** of mentee
2. Be **Responsible & Trustworthy**
3. Promote **Justice** for mentees
4. Respect the **Right & Dignity** of mentees
5. Protect mentees **Privacy**
6. Manage **Expectations** of mentees
7. Make sure the mentee gets **Deserved Credit**
8. Maintain **Boundaries**
9. Minimize harmful **Multiple Roles**

1. Promote Welfare & Safety of mentee

Welfare

- Build rapport with mentees & family to understand the expectation & goals set by mentee or family
- Deploy his/her power for the benefit of mentees
- Mentor's power : Position, knowledge, experience, interpersonal connections & human resources : Social capital
- Mentor should promote mentee's best interest whenever possible

Safety : Not to do harm to mentee

(Harm : Abuse, Exploitation, Neglect, Abandonment, Boundary Violations, Sexual harassment etc.)

2. Be Responsible & Trustworthy

- Responsibilities of Mentor : Meeting frequency, duration of meeting, date of meeting, (Punctuality) as committed
- Responsibility with more positive outcomes for mentees leads to a Trust in relationship
- Honesty, keeping promises & relationship longevity strengthen the trust.

3. Promote Justice for Mentees

- Ensure fair and equitable treatment to all mentees regardless of age, gender, race, ethnicity, culture, national origin, religion, disability, socioeconomic status.

4. Respect the Right and Dignity of mentees

- Try to understand and respect the decisions and life styles of mentee & family
- Understand the mentees personal goals, desire and values and don't undermine the mentees capacity to make his/her own decision.
- Work to strengthen the mentees independence and maturity

5. Protect mentee's Privacy

- Always protect the information shared in confidence by a mentee
- It builds trust and enhances the quality and value of mentorship

6. Manage Expectations of mentee

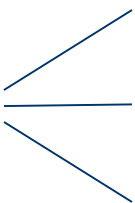
- Encourage transparency and open communications regarding the expectations of mentees
- Spell out the duration, frequency & amount of time of mentorship

7. Make sure the mentee gets deserved credit

- Acknowledge the mentee's contribution (supportive or significant) in collaborative projects
- Mentor's take full credit for the research work done with mentee's idea & contribution
- Mentors write and publish paper without including name of mentee.

8. Minimize harmful multiple roles

- Avoid potentially harmful multiple roles with mentees to minimize risk for bad outcomes.
- In many instances mentor holds considerable power relative to the mentee which can be problematic for this relationship

- Mentor 
 - Evaluation in competition
 - Subject Expert
 - Expert in inquiry committee

(In such cases there may be biased decision. Thus the multiple roles could impair the objectivity of mentorship)

9. Maintain Boundaries

- M-M boundaries must be clear
- Ok to be friendly but avoid being friend
- Don't involve mentees in drinking (alcohol) relationship
- Don't involve mentees in sexual relationship
- Don't behave in uncivil manner
- Don't confuse or burden the mentee by sharing your feels of attractions
- Physical contact & certain comments can be interpreted differently
- Avoid entering into a personal, professional, financial or other relationship with mentees.



Practice active learning. Give positive reinforcement. Build confidence. Inspire, Share words of praise.

HAPPY MENTORING!

