ABHILASHI UNIVERSITY

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Notifications

In exercising the powers vested in him vide Sub-Section 2 of Section 13 of the Abhilashi (Establishment and Regulation) Act, 2014, the Hon'ble Vice-Chancellor is pleased to notify the statement of the Chairman of the Academic Council delivered in the 30th meeting of the Academic Council held on 22/11/2018 vide item No. 4 that the NCTE has notified two new courses viz.

a. **Four Year Integrated Teacher Education Programme (Pre-primary to primary).**
b. **Four Year Integrated Teacher Education Programme (Upper-primary to Secondary).**

The council resolved to seek approval of HPPERC and NCTE to start the **Four year Integrated Teacher Education Programme (Pre-primary to primary)** course in next academic session i.e. 2019-20 with the intake of 50 seats each in Arts & Science Streams (i.e. 2 units).

Implementation of various policies:

1. Code of Conduct Policy.
2. Library policy.
3. Plagiarism Policy.
4. Quality policy.
5. Scholarship Welfare Scheme.
6. Mentoring Policy.
7. Waste Management policy.
8. Sports policy.
9. Campus Safety and Security policy.
10. Fire Fighting Policy.
11. Maintenance Policy.

The matter has been discussed and has been approved unanimously by the August Council.

Registrar

Copy to:

1. Dean Academic Affairs.
2. All Coordinators, In-charges.
3. Controller of Examination.
4. Librarian.
5. PA to Hon'ble Chancellor, Pro-Chancellor and Vice-Chancellor for information.

Registrar

MENTORING POLICY: STUDENTS

0	22/11/2018	Issued for Implementation
Rev.	**Date**	**Description**
		MENTORING POLICY: STUDENTS

Introduction

We at the Abhilashi University truly believe that if students have placed their trust in us for their personal and professional development, it is for us to take charge of their grooming and mentoring in every perceivable area of their development We therefore, not only create suitable learning environment, provide enabling infrastructure to innovate and invent, set industry-specific programs and courses but also make available for teaching and mentoring, some of the best minds in the academic and industry fields. Providing top quality of intellectual capital is, and shall continue to be a top priority at Abhilashi University.

Mentoring is a continuous and engaged activity at Abhilashi University. It begins with the admission of a student and doesn't end even after he/she graduates. It is indeed a life-long commitment first as student then as an alumnus; the mentor mentee relationship continues; sometime, in the role reversal. However, considering the active aspect of mentoring on more routine basis, the mentoring continues till the students passes out from Abhilashi University.

Aim

The aim of this policy is to provide clarity to the mentoring process of students by their mentors with a view to empower our students in the personal and professional developments.

Applicability

The policy is applicable to all students and faculty from all the departments including various functionaries connected or associated with it.

Broad Division in Mentoring

The mentoring of students is planned on three platforms as under:-

(a) By faculty from the department, preferably the core department.
(b) By an industry leader of eminence.
(c) Mentoring by the Career-building Cell of Abhilashi University.

Mentoring by faculty from the Department

- We at Abhilashi University feel that it is our responsibility to provide a caring environment and create a big range of opportunities for our students to develop on all fronts. The following areas in particular would be addressed for mentoring by a faculty nominated to mentor:-
- Identifying strengths and weaknesses in academics and devising ways and means to help-build competency on and off campus hours. If required, approach other faculty/staff and seek their assistance in what you cannot do due to some special expertise/authority not vested with you.
- Providing clarity on selection of specialization, subjects and programs.
- Providing clarity on choices in electives.

- Resolving issues pertaining to faculty competency deficiencies in knowledge/ professional ethics/commitment/delivery of instructions which could be preventing astudent to achieve the desired outcomes.
- Resolve issues pertaining to slow learning due to whatever reason, and smoothen up the enabling system.
- Helping in projects research, preparation and presentation.
- Imbibing interests in research and writing of research papers.
- Help in kindling interest in innovation and thinking out-of- the box.
- Providing clarity on the right choice of study material and helping with own material.
- Guiding for membership and participation in professional societies.
- Understanding the emotional and psychological needs of the student and helping him resolve nagging issues, if possible so that he is able to devote time to studies. Help student develop a decent behavior with all and in becoming a responsible member of the family and society at large.
- Help student in overcoming substance abuse like drugs, smoking, drinking etc.
- Guiding to study abroad options and paper/project presentations.
- Guiding for participation in curricular and co-curricular activities.
- Guiding in setting up of personal and professional goals (short and long-term)
- Resolving administrative hic-ups and difficulties faced by the student to allow for focus on the essential academic needs.

Mentoring By the Industry

- As for as possible, students should have their industry mentors who guide them on what they must do in achieving short-term and long-term goals.
- Abhilashi University Placement Cell/Career Cell along with the departments must reach out to the industry leaders for accepting to mentor our students. It should be our endeavor to have an industry leader come to our campus. If the same is not possible the students could also be sent to the industry site.
- When it is not possible to enable every student to have an industry mentor, the toppers of the semesters should be provided with an opportunity to have an industry leader as mentor as part of an incentive for scoring top marks.
- Minimum one day of physical mentoring in three months would be essential, if not monthly. The frequency would further depend on the equation a student creates with the mentor.
- Department would ensure that the students undergoing industry internship receive mentoring not only by their project leader but also by the top management/ industry leader. A personal liaison by the faculty mentor with the industry leader is essential.
- Faculty mentor shall record the mentoring sessions of his mentee, spent with the industry leader and present the same along with faculty's own mentoring records.

Mentoring by the Abhilashi University's Career Cell

- Guiding/coaching in appearing for various exams like GATE, CAT etc.
- Providing guidance on career choices and how to prepare for the same.
- Introducing value added courses on required competency building.
- Advising on jobs openings and opportunities.
- Assisting in CV writing.
- Preparing for the interviews and the tests for placements.

- Providing guidance for higher studies.
- Providing guidance for becoming entrepreneurs.

Number of students per faculty

In perfect situations, a faculty should mentor 4 to 5 students. This however is not practical in Indian context,as at present due to skewed faculty-to-students' ratio. In no case a faculty should have more than 16 students to a mentor.

Stages in Setting up Mentoring Process.

Following stages of mentoring should determine the process: -

Stage 1: Profiling students' abilities and interests.

Stage 2: Nominating the right faculty/industry leader for the relevant profile.

Stage 3: Fixing timelines and norms for mentoring by the faculty/industry leader with the students.

Stage 4: Execution of mentoring process by the mentor and record-keeping of impact on each student, including progression. The presentation on all essential areas of development be supported by graphic expression.

Stage 5: It is not a random role of dice that should dictate the mentor selection. The mentor's profile should ordinarily be suited to the profile of the student. Students on admission should provide their profile and be interviewed to identify the passion and strong areas as also weaknesses and then only a mentor should be nominated. This is a deliberate selection process which should be spanned over a fortnight or so, on the joining of the student.

Stage 6: There is no bar whether a faculty from the applied sciences or from the core engineering stream should become the mentor. Before allocating a faculty, the Core department shall detail a faculty team under a senior professor to try and match the faculty profile with that of the student and nominate an appropriate faculty as they deem fit. The selection of industry leader should also be done with due care of domain expertise. The selected mentor should also interview the mentee and see his/her suitability for the mentoring before accepting the assignment.

Stage 7: The mentor should lay down the periodicity of interaction. Notwithstanding the time and timelines, the mentee should have an access to reach out to mentor even off the schedule so laid down to project an urgent need. This can be formalized by sending mail to the students giving the schedule for meetings on mentoring with copy to the Head of the department.

Stage 8: Execution is the ultimate test of the mentor. The mentor is not under any supervision and his work is largely based on the well-founded ethos of the honesty and commitment. He is however expected to maintain periodic records of his mentoring. The mentor should interact with each mentee at least once a month. In case of an industry leader, it may well be once in two months. A statement of outcomes, must be presented to the Head of the Department and the parents at least once after every two semesters. This should be well-stated and supported by the

graphs/charts to outline the progress made. The feedback of the mentee on the mentor is also taken annually and recorded in the dossier of the mentor.

Action by Departments to be taken for each area of Mentoring

Each department shall establish detailed process on each aspect of mentoring so specifically mentioned in the paragraph 6 above. These shall be notified by the departments as expectation from all their respective faculty (mentors) and students of the respective departments. These should be termed as "Amplified Students Mentoring Activities". The above may vary from department to department.

Notification

The above policy is effective with immediate effect and applies to all faculty members selected as Mentors and other functionaries as connected with the policy and responsible for ensuring compliance.

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Sh. Kapil Kapoor
Registrar