

NUTECH Social Mentoring and Integration Policy for Students and Junior Support Staff Officers

1. Introduction

- a. Social Mentoring is a way of gaining an understanding of the underline problems and issues encountered by the mentees by making them “Feel At Home” in the University through friendly / personal / private conversation. It is one to one relationship of the mentees with their faculty and university senior support staff, where they get an opportunity to share their concerns and feelings in a cordial atmosphere and may get advice and support from them if required. It is always beneficial for their academic/ career progression and for their social and moral grooming. The idea of mentoring is to assist mentees with the personal issues and ensure well-being of the mentees in the wider context of progression of their studies/ professional life/ university life.
- b. Social Mentoring helps to curb feeling of anxiety and fear that mentees may develop due to loneliness especially amongst outstation mentees, stressful routine at campus and personal situation in life.
- c. Pressing issues that needs counseling includes bereavement, anxiety, stress, worries about studies/ work, domestic problems, bullying and mental health issues.

2. Objectives

- a. To provide guidance to ensure mentees’ metal and physical well-being.
- b. To assist mentees to surmount their issues and be a healthy individual of the society.
- c. To develop cognitive capabilities and appropriate skills to inculcate positive thinking through deliberations and counseling to make them acting accordingly.

- d. To provide a positive, confident and hopeful outlook to mentees to fare through their lives by a strong will to resolve any of their problems by cogent and ardent determination.
- e. To help sought solutions to problems in their academic/ professional, social and emotional context.
- f. To guarantee a safe, warm and cordial environment for smooth progression of their studies/ professional life by offloading the grievances and issues from their shoulders.
- g. To discuss their issues in a confidential, safe and non-judgmental environment.
- h. Refer the mentees to specialized counselors if the mental state of the mentee is of serious nature.
- i. To ensure effective integration of faculty, students and support staff officers.

3. **Scope**. Social mentoring is restricted to the general issues of routine nature and life at NUTECH, and does not include academic advising on hard core and specialized academic matters and counseling on complex social, psychological, cultural and harassment matters. Academic advising is to be provided under NUTECH Academic Advisory System and professional advising on complex social, psychological, cultural and harassment matters is to be done by the Office for Counseling and Career Advisory.

4. **Social Mentor: Role and Responsibilities**. The mentor is to assist the mentee's personal development in ways which respect their values and ability for self-purpose. The counsellor will not usually give advice but will help the student find their own answers. Mentors are also available to advise and support those mentees who are experiencing difficult situations, or to help them understand certain behaviors. These could include consultations on the sudden deaths of dear ones, suicides, self-harm, depression or anxiety attacks etc. Their role includes the following important points as well.

- a. Support the mentee to make an 'Action Plan' outlining their motivation and goals.
- b. Meet on a one to one or group basis to review the Mentee's progress towards their desired goals.
- c. Use questioning techniques to facilitate the Mentee's own thought processes in order to identify solutions and actions.

- d. Utilize active listening and communication skills to ensure the needs of the Mentee are being met within the mentoring relationship.
- e. Share relevant academic/ professional experiences/ problems you have overcome.
- f. Facilitate and encourage autonomous and enquiry-based learning, providing the mentee with the tools to find their own answers.
- g. Attend continuous training to ensure that you have the appropriate skills to support the mentee in their journey of progress.
- h. Offer a 'safe space' for the mentee to share their academic/ professional worries and concerns.
- i. Build mutual trust and respect.

5. **Mentee: Role and Responsibilities**. The mentee needs to realize the importance of the mentor – mentee relationship and to be always willing to take positive outcomes of the meetings cheerfully. Following aspects are expected from them.

- a. A desire and ability to engage in the mentoring process.
- b. The time and commitment to pursue their goals.
- c. An understanding of the role and boundaries of the Mentor.
- d. Being punctual and prepared for meetings.
- e. Must respect the confidentiality of the relationship.
- f. Mentees must take ownership of the process.

6. **Mentors and Mentees**

- a. All faculty members, Deans and senior support staff (Directors and above) will be doing as Social Mentors. All students and junior support staff officers (35 years and less in age **OR** doing job for the first time **OR** those desirous to have a mentor) will be mentee.
- b. Each student is to be assigned a social mentor. Most of the students will have social mentors from faculty members. A small number of students will have mentors from senior management and senior support staff (directors and above) with a view to ensure integration and to provide a platform to a limited number of students' representatives to interact with senior and junior support staff through friendly/ personal/ private conversation.

- c. Rector, Pro-Rector, Directors and Deans will act as mentor of junior support staff officers and a limited number of students' representatives.

7. **Grouping of Mentors and Mentees.** Group will be multi-disciplinary in nature with composition as under:-

a. **Group Type-I**

- (1) **Mentor** : Faculty Members/ HoDs
- (2) **Mentees**: 5-8 Students

b. **Group Type-II**

- (1) **Mentor** : Rector /Pro-Rector/ Deans/ Directors
- (2) **Co- Mentor** : One of junior faculty member
- (3) **Mentees**
 - (a) 3-5 students from different departments
 - (b) 3-5 junior support staff officers from various directorates/ offices

Note: In case of female mentees, there should be minimum two in a group.

7. **Procedure of Assigning a Mentor.** At present, following manual process will be adopted for assigning social mentors. However, in future, choosing of social mentors' process will be linked to the students' registration process through CMS and the following process will be automated.

- a. Office of Dean Student Life will be responsible to implement the NUTECH Social Mentoring and Integration Policy. In case of junior support staff officers, a focal person nominated by HR Directorate will assist DSL Office.
- b. All students and junior support staff officers will be assigned a social mentor within 2 weeks of them joining NUTECH. Departments, Directorates and Offices will share the list/ name of newly joined students and support staff officers with DSL Office within 1st week of a mentee joining NUTECH.
- c. Students and junior support staff officers will choose their own mentor. DSL Office will share the list of social mentors with Departments, Directorates and Offices to enable mentees to choose their own mentor. THREE choices (in order of priority) will be obtained from each mentee. Preferably, mentee will be given 1st choice. Mentor Nomination Request Form is attached as Annex A. d.

Students and junior support staff officers can change their mentor within first 6 months of their tenure at NUTECH, and even more times in case of special circumstances. Mentor Change Request Form is attached as Annex B.

- e. In case of posting out/ leaving NUTECH by a Mentor, the students will be assigned a new Mentor by DSL Office.
- f. In case of less number of available mentors, a mentor can be assigned more than one group.

8. **Interaction and Methodology**

- a. Each mentee can interact with mentor at any time by scheduling and appointment though Email ONLY.
- b. Each group will meet on a dinner/ lunch at least once in a semester and at least 2-3 times on cup of tea/ coffee in a semester.
- c. One-on-One interaction with a mentee shall be during University working hours and within the university premises, ONLY.

9. **Reporting to Ensure Mentees' Well-Being**

- a. Each mentor is required to send an input about the mentees needs, his problems and suggestions about his well-being to the concerned department, directorate and office once a year i.e., by 31st of August and at the time of Mentor leaving the NUTECH. Mentees' Well-Being Report format is attached as Annex C.
- b. Respective departments, directorates and offices will keep a record of Mentees' Well-Being Reports.
- c. Routine input to help resolve mentees problems and ensure his/ her well-being can be sent by mentor to concerned faculty/ HoD/ senior/ and to any of the office at any time.

10. **Conclusion**. A deliberate and serious effort is desired for the positive outcome of the idea whereby its essence and execution is realized by all stake holders in its true letter and spirit.

SOCIAL MENTOR NOMINATION REQUEST

1. Name of Mentee:
2. Designation of Mentee (UG student/ Junior Support Staff Officer):
3. Department/ Directorate of Mentee:
4. Date of Joining NUTECH:

Choice of Mentor: I request for assigning me a mentor in the following order of choices:-

Priority/ Choice	Name of Mentor	Designation and Department
1		
2		
3		

Signature of Mentee: _____ Date: _____

CHANGE OF SOCIAL MENTOR REQUEST

1. Name of Mentee:
2. Designation of Mentee (UG student/ Junior Support Staff Officer):
3. Department/ Directorate of Mentee:
4. Date of Joining NUTECH:
5. Name of My Current Mentor:

Choice of Mentor: I request for assigning me a mentor in the following order of choices:-

Priority/ Choice	Name of Mentor	Designation and Department
1		
2		
3		

Reason for Change of Mentor (if can be disclosed):

Signature of Mentee: _____ Date: _____

MENTEE WELL-BEING REPORT

Section 1: General

Report Type: Yearly On Mentor Leaving NUTECH

Report for the Year:

1. Name of Mentee:
2. Designation of Mentee (UG student/ Junior Support Staff Officer):
3. Department of Mentee:
4. With Me as Mentee Since (Date):

Section 2: Well-Being Report

Parameters *(Enumerate – attach extra page if need explanation)*

Mentee's Problems Affecting His/ Her Academic/ Professional Growth Are:-

Mentee's Needs that Could Help Solve His/ Her Problems Are:-

Mentee's Strengths on Which He/ She Can Built on As Student/ Professional Are:-

Any Other Input/ Suggestion:

Degree of Contact with Mentee (Tick appropriate box):

Weak Fair Strong

Name of Mentor: _____

Signatures: _____

Designation of Mentor: _____

Date: _____