Mentoring Policy

The student mentorship programme at GLBIMR is aimed at providing an inclusive and enabling learning environment to *all* students (mentees) starting from the first trimester, soon after the commencement of the PGDM programme. The mentoring programme aims at combating feelings of isolation, burn-out and stagnation through productive conversations and constructive guidance of teachers (mentors). The mentee-mentor framework is a unique support system to motivate students to excel in both academic and personal lives and to make the most of their time spent at the Institute. The mentoring process presents a developmental opportunity of mutual benefit for both mentor and mentee.

Salient Features of Mentoring Programme at G L Bajaj Institute of Management and Research

- Faculty members are designated as mentors and are given mentoring files to monitor student's progress.
- Each mentor is allotted 15-20 students under the mentoring system
- All activities of students like academic, social, co-curricular and extra-curricular are recorded in the mentoring files and updated on a continuous basis
- Issues related to student's lack of attendance, health issues, discipline issues, adjustment issues are discussed in confidence and counseling is given with care
- Meetings are scheduled in the time-table and fixed slots are dedicated for mentoring process.
- Mentor-Mentee Whatsapp groups are created for effective communication.
- Mentee progress report is shared with parents at the end of each trimester

Mentoring Process Flow

Allocation of Mentors → Scheduling and conducting Mentor-Mentee Meetings → Maintaining Record of Meeting Discussions → Sharing mentee progress report with parents

Mentorship Committee:

A Mentorship Committee is constituted to effectively implement the mentee-mentor programme at the Institute

Purpose: Provide support to students by encouraging them to share their experiences, while maintaining confidentiality and helping them excel in their professional and personal lives.

*Constitution***:** The mentorship committee is constituted with the Head, IQAC as its Chairperson and 2 Faculty members as committee members.

Roles and Responsibilities:
- Allocation of faculty mentors to students joining the Institute every year.
- Providing guidance and support to faculty members for creating and sustaining mentor-mentee relationships.
- Scheduling and monitoring mentor-mentee meetings as and when required and minimum 2 in a trimester.
- Ensuring maintenance of all mentor-mentee meeting records.
- Developing and updating mentoring process and procedures.
- Soliciting and acting on student's feedback about the effectiveness of the programme.

Effectiveness of the Mentoring Programme

- Helps in identifying student's strengths and weaknesses and work on them
- Helps in identifying student's interests and create opportunities in those areas
- Helps in promoting better attendance of students
- Reduces drop-outs and risk of failure and improves academic performance
- Improves self-confidence and self-worth of students
- Helps students in feeling secure and cared for while being away from home (in many cases)
- Strengthens teaching-learning process by making it more student-centric
- Produces happy learners and facilitates better placement

Mentoring Details:

Academic Year	Number of Faculty Mentors	Average number of students per mentor	Frequency of Meeting
2019-20	17	14	Minimum Twice in a Trimester and when required
2020-21	18	9	Minimum Twice in a Trimester and when required
2021-22	16	11	Minimum Twice in a Trimester and when required
2021-22	20	18	Minimum Twice in a Trimester and when required

Dimensions of the All-Round Mentoring Programme

1) *Academic*

- It is mandatory for mentees to meet their mentors once before and once after the Mid-term examinations. (In between ,
- During these meetings mid-term grades are discussed while trying to understand the reasons for poor performance and encourage those with good grades.
- Good performers are encouraged to help out weak students fostering peer learning
- Slow learners are advised to take extra classes while good performers are appreciated and encouraged to maintain and better their performance

  Effectiveness:
- Overall improvement in academic performance

2) *Co-Curricular*

- Students are offered Vale-Added Certificate Courses (VACC) based on their choice from amongst many course like Social Entrepreneurship, Tally for Managers, AI for Managers for which they consult their mentors.
- Students consult their mentors for choosing their specialization in Second year.
- Students are encouraged and nominated for attending national Seminars, Workshops, Conclaves and prepared for participating in various competitions across India.

Effectiveness:
- Students have participated in various co-curricular activities and events

3) *Extra-Curricular*

- Students actively participate in Sports and Club activities including photography and social work.
- These activities have helped students build their personality and be physically and mentally strong.

Effectiveness:
- Students have participated in Blood donation camps, cleanliness and tree plantation drives
- Students have actively participated in many events in and outside campus