



SUMANDEEP VIDYAPEETH

An Institution Deemed to be University u/s 3 and 12B of UGC Act 1956
Accredited by NAAC With a CGPA of 3.53 on a Four Point Scale at 'A' Grade
Category -I Deemed to be University Under UGC Regulations 2018

At & Post: Piparia, Taluka: Waghodia, District: Vadodara

PRACTICES & METHODS

STUDENT MENTORING AND COUNSELLING CELL

A BEST PRACTICE FOR STUDENT SUPPORT

Attested CTC

Aravind
24/06/2021

Vice-Chancellor

Sumandeep Vidyapeeth

An Institution Deemed to be University

Vill. Piparia, Taluka: Waghodia.

Dist. Vadodara-391 760. (Gujarat)



Introduction:

Mentoring is an important method of guiding and supporting students to improve their learning skills, make suitable adjustments to cope up the health/medical education and motivating them towards their future career development. By providing, a reliable and comprehensive support system, the mentoring system intends to motivate students to excel in both curricular and extracurricular activities. With this in mind, the institution has a mentorship program wherein the faculty members meet the students frequently to listen to their issues, enable constructive interactions with mentees, guide them on their academic performance and also help in their overall personality development.

This program named, **Students Mentoring and Counselling System (SMCS), is a best practice of Sumandeep Vidyapeeth, (An Institution deemed to be University). The Students Mentoring and Counselling Cell (SMCC), Department of Staff and Student Welfare, Sumandeep Vidyapeeth, (An Institution deemed to be University).** implements the activities of this program.

KEY OBJECTIVES OF THE PRACTICE:

The effective and efficient mentoring and counseling system gives a student an opportunity to be mentored by a teaching faculty in such a way that the student fully utilizes his own potential and also allows him/her to explore the avenues provided by Sumandeep Vidyapeeth (An Institution Deemed to be University). This is a booster for overall growth of student in academics, co-curricular, extracurricular, research, social commitments, and moral values, ethical and other related areas. Hence, the program intends to enhance in the holistic / overall development of a student as a confident professional and a resourceful citizen.

SMCC strives for the following;

- To help the newly admitted first year students to cope up with the academics and get into a smooth transition to campus life.
- To help the students to develop their own goals; curricular, co-curricular and extracurricular areas; and remain focused in achieving them.
- To counsel academically weak students and help them in overcoming their barriers
- To play an important role in helping troubled students in coping with curricular, extracurricular and help in overall personality development.
- To facilitate the holistic / overall development of students, identify their career goals and help in their career development.
- To make the students understand the opportunities and challenges present inside and outside the institution / campus.
- To regularly follow up with the mentees and review their progress, and if needed undertake corrective measures.

Functioning: Student mentorship and Counseling Cell shall function to execute the mentorship and counseling activities through:

- A. Constitution of faculty mentors, student mentors and allotment of mentees to faculty, by each constituent institution of Sumandeep Vidyapeeth (An Institution Deemed to be University)
- B. Conduct of Mentorship-related program during Orientation Session as per UGC guidelines

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- C. Conducting Mentor Mentee Meetings, Documenting the meetings
- D. Conducting Programs related to Student Counseling
- E. Conduct of Periodic Meetings for Review of implementation, data update, for Analysis of problems encountered and Corrective Action for Improvement

A. Constitution of faculty mentors, student mentors and allotment of mentees to faculty, by each constituent institution of Sumandeep Vidyapeeth (An Institution Deemed to be University):

- At the beginning of Academic year each constituent institute shall prepare and publish the list of Faculty Mentors
- Each constituent institute shall also publish the list of mentees (freshly admitted students) once the admission process is over or within one week from the commencement of regular classes, whichever is earlier.
- HOI / Principal / Dean shall allot mentees to the mentors of the institute which shall remain applicable till the completion of program (including internship, if any).
- Any issues arising out of mentee and mentor allotment, shall be resolved by the HOI / Principal / Dean of constituent institute
- In the situation where the mentor discontinues the service in the Institute due to whatsoever reasons, the HOI / Principal / Dean shall appoint a new Mentor or the students may be transferred to the other group.

B. Conduct of Mentorship-related program during Orientation Session as per UGC guidelines

- Each constituent institute shall conduct an Orientation program separately / combined, for both mentors and mentees at the beginning of each academic year.

C. Mentor Mentee Meetings:

- Mentor and mentee meetings shall be held regularly, on a fixed working day for a period of one hour, as per the timetable drawn by the Students' Section of the Department / Institute only. Under no circumstances the mentor shall organize mentor mentee meeting outside the institute / Institution premises.
- The Frequency of such meetings may be increased depending on the need and situation arose. The Mentor shall ensure that the mentees shall meet with increased frequencies during the examination period and after declaration of the results.
- Each mentor shall maintain a logbook about the meetings and other information.
- The Mentor shall be easily accessible for mentees, either in person or telephonically, other than the scheduled meeting timings.
- In matters pertaining to academics, which require preventive or curative action to be taken in the interest of the mentees, the mentor has the responsibility and the right to bring the case to notice of the HOI / Principal / Dean and Institute Mentorship Coordinator.

HOI / Principal / Dean shall resolve the concerns or issues of the Mentee and Mentor.

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- Whenever deemed necessary, the University Mentorship Coordinator shall be consulted by the HOI, who shall then notify to the Director- Department of Student and Staff Welfare and take a remedial action.

D. Conducting Programs related to Student Counseling

- Periodic counselling is integral part of mentor-mentee meeting.
- Personal Counseling for mentee may be conducted by the mentor as per the need assessed by the mentee and confidentiality shall be maintained.

E. Conduct of Periodic Meetings for Review of implementation, data update, for Analysis of problems encountered and Corrective Action for Improvement

- The periodicity of meetings of the SMCC shall be: Biannual (one at the beginning of the academic year and other at the end of the academic year)
- HOI / Principal / Dean and IMCC shall periodically review SMCC implementation process at the constituent Institute and the mentors' logbook,
- HOI / Principal / Dean and IMCC shall obtain annual feedback form from mentor and mentees on their experience on system. The feedbacks shall be analysed. The constructive recommendations, if any shall be informed to CMC.
- Apart from the biannual meetings, the University Coordinator SMCC shall periodically review the program implementation across all the constituent Institutes through telephonic and online communication modes (email/ whatsappetc). The constructive recommendations, if any shall be discussed and then shall be suggested for implementation only after consultation with the Director- Department of Staff and Students Welfare.
- SMCC shall recommend amendments in Policies and SOPs concerning SMCC, if required, from time to time and communicate the same to the Director- Department of Staff and Students Welfare.

Accountability and Responsibilities:

Responsibilities and Duties of a Mentee

- Attend scheduled orientation and meetings, and notify mentor if unable to attend
- Mentees will discuss freely about the needs, expectations, ideas and activities with the mentor
- Mentees will be committed to carrying out agreed-upon activities / goals; follow through
- Mentees will be receptive to suggestions and feedback given by Mentor
- Mentees will keep the mentor informed of the progress made by them
- Mentees will maintain a professional behaviour during the Mentor Mentee meetings.

• Mentee shall contact Institute Mentorship and Counseling Coordinator if there is a concern with the mentor relationship.

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Responsibilities and Duties of Faculty Mentors

- Mentors must maintain a mentor's logbook and record their meetings with mentees. They shall record the concerns of mentee, suggestions provided by the mentor and the outcome of suggestions.
- Mentor shall be easily accessible to the mentees.
- Mentors should listen to the needs, expectations, ideas and activities of their mentee
- Mentors shall help the mentee to explore the problems, offer suggestions for solving the problems and feedback.
- Mentor shall work with the mentee and help in order to develop and establish realistic and attainable goals
- Mentors are required to keep track of their mentees with reference to academics, attendance, discipline and overall development
- Mentor shall keep the mentee aware about the progress that they made.
- Any complaint or compliments regarding mentees are to be brought to the notice of the respective HOI / Dean / Principal.
- Mentors, if required are to schedule face to face counselling with their mentees, other than the regular scheduled meetings.
- The Mentors should interact and share their experiences with Institutional Mentorship and Counseling Coordinator.

Responsibilities and Duties of Institute Mentorship and Counseling co-ordinator (IMCC)

- The IMCC is responsible for the smooth implementation of the SMC at his / her respective constituent Institute.
- The IMCC plays a very important role in identifying the team of Mentors. Selecting a team of responsible, sensitive and dedicated mentors is very critical to the success of the mentorship system.
- The IMCC is responsible for arranging the separate/combined Orientation programs for both the Mentors and Mentees at their Constituent Institute.
- The IMCC oversees the day-to-day functioning of the Mentorship system. For this, they shall be in regular touch with the Mentors and Mentees to ensure that the objectives of the programme are being fulfilled.
- The IMCC shall regularly update about the functioning of the Mentorship system to the respective HOI / Dean / Principal.
- The IMCC shall periodically submit the reports / data as mentioned in SOP and also as and when demanded by the higher authorities.
- The IMCC must ensure accountability from all mentors to the extent possible.
- As such, they shall recommend appropriate action against any Mentor for dereliction of duty / non-performance.
- IMCC shall counsel the students with difficulty in adjusting to the environment.
- IMCC shall also, advice students/Mentees to take help of their Mentors.
- IMCC shall collect feedback from the mentees and mentors regarding mentorship system, analyse and shall report to Chairperson, SMCC for further action.

- When a Mentor requests the IMCC to help in solving the Mentee's issues / concern the IMCC shall meet the particular mentee in the presence of Mentor and shall address the situation.

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Responsibilities and Duties of University Coordinator for SMCC

- The University Coordinator- SMCC is responsible for the smooth implementation of the SMCC across all Constituent Institutes of SVDU
- The University Coordinator SMCC shall submit the reports / data periodically to University, as per the requirement.
- The University Coordinator SMCC must coordinate with all IMCCs and ensure smooth functioning of the cell.
- The University Coordinator SMCC shall periodically review the SMCC implementation across all the constituent Institutes by convening biannual meetings with IMCCs. The constructive recommendations shall be forwarded to the Director- Department of Staff and Students Welfare, for approval.
- Any changes in Policies and SOPs related to SMCC, if required, should be approved and passed by all the members of the SMCC and the University Coordinator, shall then communicate the same to Director- Staff and Students Welfare, for the needful.

Responsibilities and Duties of HOI / Dean / Principal

- HOI / Principal / Dean shall periodically review SMCC implementation process at the constituent Institute
- The HOI / Dean / Principal shall allot the mentees to the mentors as per the SOP
- Any issues arising out of mentee and mentor allotment shall be resolved by the HOI / Principal / Dean of constituent institute.
- HOI / Principal / Dean shall resolve the concerns or issues of the Mentee and Mentor
- HOI / Principal / Dean shall obtain annual feedback form from mentor and mentees on their experience on system.

Reporting:

- Mentors will report to IMCCs periodically
- IMCCs will report to University Coordinator- SMCC biannually.
- University Coordinator- SMCC will report to Director- Department of Staff and Student Welfare, SVDU

Record Management:

Documents with Chairperson-SMCC:

- University Coordinator-SMCC shall maintain all the SMCC related Policies, SOPs, annual reports and all the other documents, as prescribed by NAAC, UGC etc.

Documents with IMC:

IMC shall undertake the mentorship related work in the following manner for every academic year. The IMCC shall send related documents to University Coordinator- SMCC in soft copy format.

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A. Mentor Mentee Allotment –

1. List of Mentors (Faculty Mentors and Student Mentors)
2. List of Mentees, enrolled in constituent Institute, as per Program / Course
3. Letters to Mentors informing the allotment of Mentees

B. Review, Analyse, Corrective Action for Improvement**Documents with Faculty Mentor:**

Mentor shall maintain a Logbook, updated regularly.

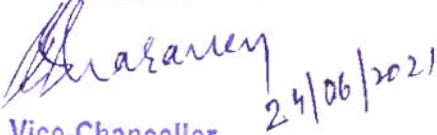


Dr. Vandana Shah
Director-Staff and Student Welfare
Sumandeep Vidyapeeth
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Dr. Ramya R Iyer
Chairperson- Student Mentorship & Counseling Cell
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