



SYMBIOSIS INSTITUTE OF BUSINESS MANAGEMENT - NAGPUR

Symbiosis International (Deemed University) Pune

(Established under Section 3 of UGC Act 1956 vide Notification No.F.9- 12/2001-U.3 of the Government of India)

Re-Accredited by NAAC with A++ Grade

(Founder Prof. Dr. S.B. Mujumdar M Sc, Ph D (Awarded Padma Bhushan and Padma Shri by President of India))

MENTORING POLICY

At Symbiosis Institute of Business Management- Nagpur, Mentoring System has been incorporated along with regular academic programme for the students. Students have been allotted the mentors, who are the regular faculty members of the institute. This allotment is done immediately after the student is admitted to the institute.

The faculty mentor not only provides academic support and guidance but also gives psychological support to his/ her student (mentee) as and when required. The mentor also monitors, records and communicates the students' performance and progress to him/her time to time. This helps the student to understand his/her weaknesses thereby given proper counselling to improve and succeed. Through this mentoring and counselling activity, a student would not only be properly oriented for managerial skills upgradation for himself, but also be shaped as a strong and optimistic individual who can sustain in various challenging situations.

The roles and responsibilities of a faculty mentor are broadly specified as under:

- Providing support and guidance to the mentee as and when required.
- Guiding and preparing the mentee for his/her professional career.
- Monitoring the mentee's academic performance and ensuring gradual improvements.
- Ensuring that the mentee regularly attends classes, events and activities of the institute.
- Ensuring that the mentee actively participates in the internal and external events and activities of the institute.
- Assisting the mentee in developing his/her personality for matching the corporate requirements.
- Preparing the mentee for facing challenging situations and supporting him/ her for



SYMBIOSIS INSTITUTE OF BUSINESS MANAGEMENT - NAGPUR

Symbiosis International (Deemed University) Pune

(Established under Section 3 of UGC Act 1956 vide Notification No.F.9- 12/2001-U.3 of the Government of India)

Re-Accredited by NAAC with A++ Grade

(Founder Prof. Dr. S.B. Mujumdar M Sc, Ph D (Awarded Padma Bhushan and Padma Shri by President of India))

right decision making.

- Instilling confidence in the mentee for becoming a positive and an ethical person in his professional career.
- Monitoring, recording and communicating the mentee's performance and progress to him/ her time to time.
- *Further, mentoring can be provided to the Mentee based on his mentoring needs, as and when required.*
- *Mentor shall fill all the relevant details of the mentoring file.*
- *Mentor has to prepare the record for each mentoring session.*

Prepared by
Incharge QIC
Dr. Pallawi Sangode

Approved by
Director
Dr. Shirang Altekar

Director
Symbiosis Institute of Business Management
Gat.No. 167, 168, 169, Village-Mauje-Wathoda,
Nagpur-440008 (Maharashtra)