

## **FACULTY MENTORING POLICY**

**24<sup>th</sup> October, 2017**

### **INTRODUCTION:**

The Institute is aspiring to be one of the topmost private B-schools in India. We need to achieve faculty excellence, high-quality teaching and research work to meet this aspiration. Effective mentoring plays a major role in enhancing academic excellence and building a progressively stronger faculty who continuously meet higher standards and are competitive nationally and globally. For career development and success, the individual faculty member is ultimately responsible; however, mentoring and the academic support can also affect his / her success.

### **OBJECTIVES:**

Mentoring programs will help the Institute achieve its goal for a high-quality faculty, academic excellence, a respectful and positive work environment in which all stakeholders of the Institute thrive.

### **ELIGIBLE FACULTY:**

1. Faculty who have newly joined, up to 6 months.
2. Faculty member who is advised by his reporting head (to achieve performance improvement)
3. Any faculty member who desires to have a mentor.

### **THE PROCESS OF MENTORING:**

1. The mentoring program would focus on guidance regarding Research Orientation, Effective Teaching and Engagement of the students, and Institution Building.
2. The Area Head decides on the mentor to be assigned. He would complete a format appended at the end of the document and get it approved by Dean (Academics).
3. For the new faculty, the mentor is decided at the time of acceptance of the offer of appointment as advised by the HR Department. In other cases, it will be done as and when needed, by the relevant Area Head, or other appropriate authority
4. Within a week of joining of the new faculty, he/she will be introduced by the Area Head to the Mentor assigned.
5. One to one mentoring model will be adopted.
6. If the mentee is Assistant or Associate Professor, a faculty of Professor Level will be the mentor. If the new joinee is a Professor, he/she will be assigned a Senior Faculty buddy.

7. Mentoring policy will be communicated to all the faculty members.

**SUPPORT PROVIDED BY BIMTECH FOR MENTORING PROGRAMME:**

1. BIMTECH is committed to providing leadership and support for its mentoring programme. That includes conducting of seminars and workshops, facilitation of the departmental mentoring programs, alignment of mentoring activities with faculty policies on faculty workload, development and promotion.
2. The Institute recognizes that the process of mentoring is a significant part of faculty development for both the mentor and the mentee. The contribution of faculty in the role of mentor will be recognized as an element of their leadership development.
3. The effectiveness of the mentoring programs will be assessed every year by Dean (Academics), with reports from the mentor(s) and mentees. Also, a new mentorship program will be tracked with inputs from mentor/mentee on a two monthly basis. The mentor / mentee can seek a change in the mentor, with reasons. The Area Head, in most cases, or other suitable authority will evaluate and take necessary steps.

**Alignment with Vision Mission and Values:**

The Mentoring policy is aligned with BIMTECH Mission No.1, 2 & 5.


**Parameters of Quality Assurance:**

The quality will be evaluated by IQAC.

  
Manager-HR

  
Registrar

  
Dy. Director

  
Director

### Format for Assignment of Mentor

Sr.	Particulars	Remarks
1	Name of the mentee faculty	
2	Nature of the need for mentoring	
3	The name of the mentor assigned	
4	The main consideration for selecting the mentor	
5	The duration of mentoring responsibilities	
6	The periodicity of evaluation of relationship in a joint meeting of Mentee, Mentor and Area Head	
<p><b>Signature</b> _____</p> <p><b>Date</b> _____      <b>Area Head (                    )</b>      <b>Dean (Academics)</b></p>		