

# IILM University

## School of Management

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### Faculty Mentoring Program - 2024

#### Objective of Faculty Mentoring program:

- To help students make informed career decisions.

#### What should be discussed?

- Choice of specializations.
- Target companies (dream, reach and settle).
- How to prepare for target companies?
- Discuss eligibility towards target companies – professional requirements, behavioral requirements, soft skills, presentation, communication, etiquette, attitude, aptitude, domain knowledge.
- Hiring process of target companies.
- How to improve general and business awareness.
- Discuss personal competencies for target roles (example Sales, HR, Consulting, Research etc.)
- Discuss how to improve academic performance.
- Managing self and personal growth.

**Frequency of meetings to be held with faculty mentors** - twice a month. Faculty mentors to identify dates for meeting and communicate the same to their mentees in advance.

**Mode** – offline, one to one.

**Duration of meeting** – as required.

Holding of meetings regularly with faculty mentors is **MANDATORY**. Students should plan in advance regarding the purpose of the meeting, and come prepared with questions to be discussed. **The onus of selecting the meeting date (from those shared by mentor), and emailing confirmation of attendance is with the student.**

**Faculty mentor is requested to maintain a student wise mentoring file with copies of below forms.** These are to be kept confidential and only can be shared with Director, Dean, Associate Dean or Deputy Director Placements.

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**Mentee sheet – to be maintained by student, with copy shared with mentor**

Name:

Student no:

Phone:

E-mail address:

What are my expectations from this Mentoring session?

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

What are the takeaways of my mentoring session?

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Plan of action post the mentoring session:

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## Mentor Log Sheet – to be maintained by faculty mentor

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Method of Communication: [ ] person-person [ ] phone [ ] online

Outcome:

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	Sem 2	Sem 3	Feedback
Strengths	Any improvement	Any improvement	<b>No. of process applied, given interview, selection.</b>
Weaknesses	Any improvement	Any improvement	
Placement potential ( 1-5)			
Confidence ( 1-5)			
Body language (1-5)			

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Spoken English (1-5)			
General/Business awareness (1-5)			

**Qualitative comments**

Past Academic Performance	
Placement preparedness (soft skills, attitude, behavior)	
Domain knowledge	

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Dream/Reach and Settle companies	
Communication Skills	
Articulation	
Languages Proficient in	
Listening Skills	
Body Language	

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General Observations (including problems shared if any)	

### MENTORING FAQ'S

- **What is mentoring?**

Mentoring is a one-to-one relationship based on encouragement, constructive comments, openness, mutual trust, respect, and a willingness to learn and share. The main focus being to let the student talk and gather maximum information from him/her. This information can be used to form perceptions and help mentee accordingly.

- **What do mentors do?**

The mentor is a model, a motivator and a counselor/guide to the student. The mentor's responsibilities include:

- Helping the student set long-term career goals and short-term learning objectives;
- Help students prepare well for placement and guide them in terms of competencies required to achieve their dream role.
- Helping the student understand the institute culture;
- Recommending and/or encouraging participation in societies.
- Transferring knowledge in areas such as communication, critical thinking, responsibility, flexibility, and teamwork;
- Pointing out strengths and areas for development;
- Providing guidance on personal matters within permissible limits

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- Being available to support the student in crisis situation

- **What makes a good mentor?**

Mentors, while often very different in personality or management style, have several characteristics in common. A good mentor:

- Understands the organization and its culture
- Understands the aims of the student mentoring
- Is available and willing to spend time with the student, giving appropriate guidance and feedback;
- Enjoys communicating and listening well
- Is open-minded;
- Is flexible, empathetic, and encouraging;
- Stimulates the student's thinking and reflection.

- **How does mentoring benefit the mentor?**

The opportunity to:

- develop a relationship with a student;
- contribute to a student's development;
- develop leadership skills;
- share experience and knowledge; and
- discover new ways of thinking.

- **How does mentoring benefit the student?**

- enhances understanding of one's role in the institute;
- develops an environment that supports constructive criticism;
- gets wisdom, advice, help and encouragement;
- provides an effective learning and interactive tool;
- provides networking opportunities between faculty and student

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- stimulates thinking about potential future work options.

- **What are the characteristics of a good Student Mentor?**

A "Good Mentor" is someone who:

- Engages in a positive relationship with the student
- Gives attention to the student
- Has a positive self-esteem about himself/herself.
- Reacts well to stressful situations.
- Tolerates and controls frustrating situations.
- Listens well.
- Communicates on a level that the student can understand.
- Is stable.
- Provides leadership.
- Is a positive role model.
- Tackles issues of drug abuse and addiction carefully and effectively.
- Meets on weekly basis with the mentee
- Shows up on time for sessions.
- Is not a judgmental person.
- Nurtures a relationship that respects the students dignity
- Reinforces student's success.

- **What should the Student Mentor NOT expect to do?**

The Mentor should not expect to:

- Replace the role of a parent/guardian.
- Expect dramatic changes in attitude, self-esteem or attendance quickly.
- Mentoring is a process that takes time!
- Provide solutions to all the issues the student is facing
- Break the trust they have established.

- **What are the benefits of a Student Mentor Program?**

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Students benefit by:

- Receiving the support and guidance of a caring adult.
- Receiving assistance with academic endeavors.
- Experiencing greater self-esteem and motivation to succeed.
- Receiving encouragement to stay in school and graduate.
- Receiving encouragement to avoid the use of drugs and alcohol.
- Improving interpersonal relationships, such as with teachers and family.
- Receiving assistance in choosing a career path.
- More importantly have one other unbiased person to share problems with .
- Feel comfortable talking to their teacher /mentor
- Learn how to cope with issues relating to their lives .
- Positive attitude and above all hope .