

## Kohinoor Business School & Centre for Management Research, Khandala

### Mentoring Policy

Each student of Kohinoor Business School & Centre for Management Research, Khandala will have a faculty as mentor for guidance and supervision. Their objectives would be as under:

#### Objectives

1. To develop a sense of belongingness and creativity among students
2. To provide a close knit platform for sharing
3. To help weak students provide constant source of evaluation and counseling
4. To encourage students to share their personal problems and thus help them to overcome limitations that hampers their growth
5. To become a link between the school and students

#### Modus operandi

1. Every faculty will act as a Mentor for 15 PG-Junior students.
2. A final list containing the names of students and professors will be put on the notice board in this regard.
3. Mentors are required to meet students at least once every month in an informal manner (such as at the KBSCMR over Hi Tea etc.).
4. Mentors should ensure that meetings called by them are attended by all students of their respective group. Professors should ensure that informal and free environment is created during the meeting for free sharing with students.
5. In case a student needs private attention for discussion, the same may be organized after the meeting in Faculty Offices.
6. Overall discussion with students remains highly constructive and useful and does not lead to a forum for complains and grievances alone. Remember, students must be encouraged to come with solutions and not just problems all the time.

#### Feedback and Record Keeping

All mentors are requested to fill up the following table immediately after the sessions and submit a copy of the same to Director's office in confidence.