Chinmaya Vishwavidyapeeth

Ernakulam, Kerala, 682313

Policy of Mitra System

1. **About**

It is a structured guidance where faculties can share their knowledge and experiences to assist students to progress in their academic as well as personal lives. This is known as the Mentoring system in every other university. This also works as a student facilitating system provided by CVV where students will be guided to lead a professional life while developing capacity to deal with their own welfare issues. The system is currently working in two types of category:

a. Academic Mentoring (GURU)
b. Personal Mentoring (MITRA)

2. **Terms**

'University': Refers to Chinmaya Vishwavidyapeeth (CVV).

3. **Role of Academic Mentoring (Guru)**

3.1. Guru should assist students in understanding their core courses.
3.2. Guru should discuss academic progress and assessment with the students as well as the course instructors.
3.3. Guru should be advising students to improvise their skills and achievements after reviewing their academic performance.
3.4. Guru should follow up with the students' who is not making satisfactory academic progress.

4. **Role of Personal Mentoring (Mitra)**

4.1. Mitra should be held responsible for the students' immediate welfare needs in the campus.
4.2. Mitra Shall be the safety net on the students' social, psychological, and spiritual life.
4.3. Mitra should be willing to listen to the student's needs, excitements etc. actively and without judging.

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4.4. Mitra should be reliable, honest and trusted to keep the information confidential.
4.5. Mitra should empower and motivate students to help them resolve their issues.

5. Role of Mitra System Coordinator (Mitra Chief)-

5.1. Mitra Chief/ coordinator should be responsible the students' overall social, psychological, and spiritual welfare.
5.2. Mitra Chief should be assigning the Mitras to the students.
5.3. Mitra Chief shall also be responsible for the training of the Mitras.

6. Guidelines for the Guru-

6.1. Currently the academic coordinator/ Head of the schools will be considered to be the "Guru" of the specific program.
6.2. Each program shall have only one Guru to guide the students.
6.3. Guru should help Students to choose the discipline-specific electives/ minors.
6.4. Guru must be familiar with the university's academic guidelines to direct students.
6.5. Guru can refer the students to the other academic faculty for the academic requirements based on the reasonable request.
6.6. A guru must meet the course instructors once in a month to keep student's updates.
6.7. A guru should keep a track on the students' attendance for the academic progression.
6.8. A guru will be point of contact to send the leave application.

7. Guidelines for the Mitra-

7.1. Mitras shall meet the students once a month to make sure that they are comfortable around the campus.
7.2. Mitra must help students to form productive relationships with peers and teachers.
7.3. Mitras shall encourage senior students to be the mentors of the newcomers and to share their experiences thereby familiarizing them with the system and help them with the transition.
7.4. Mitra can hold private sessions during office hours if it is needed/ requested.
7.5. Mitra shall not disclose the confidential information of the student to the third party without the consent of the student.
7.6. Mitra must be familiar with the various statutory bodies and their functionality to direct students according to their concerns.
7.7. Mitras must recognize the talents of students and encourage them to develop their full potential.

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7.8. Mitras must be accessible to the Wardens, Student Affairs Committee, and the Office of the Registrar for any personal issues of the students.
7.9. (If it is required) Provide the first phase of Counselling.
7.10. Mitras must recognize own limitations and in case of serious issues, should refer the student to the specialist source of advice and support.
7.11. Mitra shall keep a track record of the hours of conducting private or group sessions.
7.12. Mitra shall the submit report to the Mitra system coordinator by the end of each semester.

8. Do-s and Don't-s (Guru and Mitra)-

8.1. Guru and Mitra shall not hold the sessions/ meetings with the students beyond campus or beyond office hours.
8.2. Try to maintain professionalism for the smooth functioning of the system.
8.3. Guru and Mitra must call for the meetings with the students on a monthly basis.
8.4. Mitra must be friendly enough to be approached by the students.
8.5. Guru shall not entertain any kinds of non-academic issues and Mitra shall not indulge in students' academic concerns.
8.6. Guru/Mitra shall avoid giving lectures to the students. Try to give advice /information if it has been requested /asked for.
8.7. Mitra can report to the Mitra chief if the student does not respond/ show up in the monthly meetings.

9. Do-s and Don't-s (Student)-

9.1. The Student must actively respond to the guidance and support provided by Guru and Mitra.
9.2. The Student must attend the monthly meeting when called by the Mitra.
9.3. Unless it is an emergency, do not call your Mitra at odd times like Mid-night for a session.
9.4. Students need to maintain confidentiality of their private session with Mitras.
9.5. Mitras cannot be changed. However, only in special circumstances, if a student has serious issues with their Mitra faculty, they can approach the Mitra chief.

10. Feedback:

10.1. Guru shall assign student representative for the classroom discipline.
10.2. Mitras shall submit the record of the sessions at the end of the semester.
10.3. Mitra coordinator shall compile those records to the admin for NAAC documentation.
10.4. Rename the Mitra system as "Guru-Mitra system"/ Mentoring system.

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10.5. Guru shall have meetings with the students based on their Mid-term performance.

10.6. Guru shall update Mitra faculties about the students whose academic performance is below average. Mitra faculty shall talk/advice/discuss the matter and encourage students to progress.

11. Revision History

Version 1: July 2018
Version 2: August 2020

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Policy of Mitra System: Annexures
Annexure 1
Mitra Report Template

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