

## Masters of Business Administration (MBA)

# Guardian Faculty Members (GFM) Policy

(Amended as on 20<sup>th</sup> July, 2010 and applicable from 1<sup>st</sup> August, 2010)

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Version	1.0
Authorized by	Director, JSPM's JSIMR

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# **Guardian Faculty Members (GFM) Policy**

## **INTRODUCTION TO POLICY**

This document provides guidelines regarding mentorship for JSIMR students.

JSIMR has introduced this scheme to have one to one interaction with students. For a batch of about fifteen students, a teacher is assigned the role of Teacher-Guardian.

GFM encourages the students to participate in curricular, co-curricular & extracurricular activities. He gives academic feedback to the parents/guardians regularly. He also counsels the students to solve difficulties encountered not only in institute campus but in their personal lives too. Teacher guardian acts as a mentor to students and offers them emotional and academic support along with motivation.

## **OBJECTIVES:**

1. To create connection and trust that allows the students and mentor to talk openly about their academic and career opportunities.
2. To provide guidance and assistance to students for academic excellence.
3. To enable them to make right decisions for their career prospects and growth.
4. To foster a good rapport with the students in order to overcome their weaknesses and provide direction.
5. To monitor attendance and behavioral aspects of every student.
6. To identify weak areas and working out remedies helping students thereby taking their complete care

## **GUIDELINES FOR GFM MENTORING:**

1. Every GFM mentor should provide guidance to the mentees on career, academics, psychological counseling & competence.
2. The mentor should suggest corrective actions for improvement or changes required by the mentee.
3. One Faculty will be nominated as 'Guardian Faculty' for at least fifteen students
4. Guardian faculty should maintain all kinds of records of allotted students in prescribed formats
5. Teacher guardian should communicate regarding performance and attendance to parents.

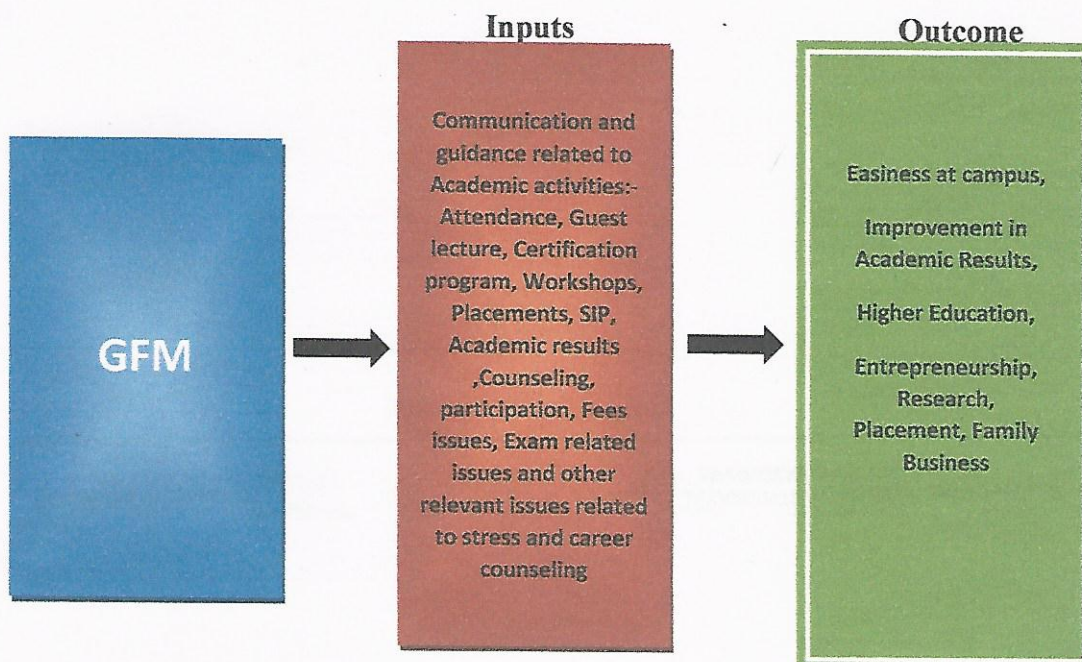
6. Poor performance of students is improved by way of counseling in GFM in every working Saturday.

### RESPONSIBILITIES OF GFM

1. The faculty will guide the students from time to time as stipulated by the organization
2. The GFM should clear objectives of the courses and program and establish requirements, set standards of achievements and evaluate the students performance and support them in achieving the success of the students.
3. GFM should have all academic and other information of allotted Students under his cadre

### MENTORSHIP PROCESS:

1. Allotments of total number of students enrolled for programme are to be taken into account.
2. HOD in consultation with Director will divide the students for GFM mentorship and allocate mentoring for every academic year.
3. The GFM will handle the individual students problems and in case of guidance for serious issues will be discussed with the Academic Head , Department Head & Director either or in presence of mentee.
4. The placement department will guide them to increase his employability, confidence and over all turn out.
5. Placement department shall provide the feedback about the students after organizing mock interviews, group discussions, and provide industry feedback to students.



**MENTORSHIP COMMITTEE:**

1. Director
2. Department Head
3. Academic Head
4. Course Coordinator
5. Guardian Faculty Member (Allotted GFM)
6. Placement Department

**POLICY INCEPTION DATE:**

This policy is effective from 1<sup>st</sup> August, 2010



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