



File No.22-03/2022-NTI.Trg.Part(1)

Date: 25.09.2023

Subject: Mentoring Policy for Young Officers of the Department of Telecommunications (DoT)

This is regarding the implementing the Mentoring Policy for young officers to foster a culture of mentoring that supports the growth and development of probationers and young officers in both their professional and personal domains.

The Mentoring Policy has been approved and is attached as Annexure to this letter.

This is issued with the approval of Competent Authority.

Encl: As above**Signed by Ravi Kumar
Mathur****Date: 25-09-2023 18:15:41****Reason: Approved
(Ravi Kumar Mathur)
ADG (Training)
NTIPRIT, Ghaziabad****Copy to:**

1. PS to DG, NTIPRIT for kind information pl.
2. DDG (CB&T), DoT HQ for kind information pl.
3. All Officers of NTIPRIT.
4. All Officer Trainees of NTIPRIT.

ANNEXURE

**Mentoring Policy for Young Officers of the Department of Telecommunications
(DoT)**

1. Introduction

The Mentoring Policy for young officers aims to cultivate a nurturing environment that encourages mentorship, enabling probationers and young officers to thrive in their professional and personal realms. This policy outlines the objectives, responsibilities, and guidance for fostering effective mentoring relationships within the Department of Telecommunications (DoT).

2. Objectives:

The Mentoring Policy aims to achieve the following goals:

- 2.1. To assist young officers in adapting to the DoT's work environment, work culture and values.
- 2.2. To provide guidance and support for career advancement and development.
- 2.3. To enhance behavioral and functional competencies.
- 2.4. To encourage a culture of knowledge exchange and lifelong learning.
- 2.5. To build positive interpersonal relationships within the organization.

3. Mentoring Process**3.1. Duration of Mentoring:**

The mentoring process will span a duration of four years, consisting of two phases:

- 3.1.1. During Induction Training: This phase will last for two years for ITS and One year for JTO probationers.
- 3.1.2. After Completion of Induction Training: This phase will continue for an additional two years at the place of posting.

3.2. Assignment of Mentors:

- 3.2.1. During the Induction training period, officers from NTIPRIT shall act as mentors for the young officers.
- 3.2.2. The CB&T Division of DoT HQ shall assign mentors to the young officers after these officers are posted to different units of DoT.
- 3.2.3. Preferably, not more than two mentees to be assigned to one mentor. However, this may not be feasible during Induction Training if the batch size is large. In that case, the mentor-mentee ratio can be adjusted accordingly.
- 3.2.4. Officers in the grade of JAG and above shall be eligible for becoming a Mentor.
- 3.2.5. The mentorship program shall take into account the mentor's expertise, skills, and suitability for the probationer's goals and expectations.

3.3. Roles and Responsibilities:

- 3.3.1. *Young Officers:* Young officers are expected to actively engage in the mentoring process by

- 3.3.1.1. Seeking guidance and support from their mentors,
- 3.3.1.2. Setting clear and realistic goals and objectives for their career development, and

3.3.2. *Mentors:* Mentors are responsible for

- 3.3.2.1. Providing guidance and support for the career development of young officers,
- 3.3.2.2. Sharing their knowledge, insights, and experiences, offering constructive feedback and coaching, and
- 3.3.2.3. Encouraging open communication and learning.

3.4. Mentoring Activities: Some of the mentoring activities includes the following:

- 3.4.1. Regular one-on-one meetings between mentors and probationers/young officers- These meetings shall provide an opportunity for feedback, guidance, and support on various aspects of work and career development.
- 3.4.2. Discussions on career goals, competencies, and personal development plans- These discussions shall help the mentees to identify their strengths, areas for improvement, and aspirations.
- 3.4.3. Exposure to real work scenarios and challenges- The mentors shall share their insights and experiences on how to handle different situations and problems that may arise in the workplace.
- 3.4.4. Monitoring and evaluation of progress- The mentors shall track and assess the mentees' progress and achievements throughout the mentoring period. They shall provide constructive feedback and recognition, as well as suggestions for further improvement or opportunities to the Training Division of NTIPRIT.

3.5. Monitoring and Evaluation

- 3.5.1. The mentoring program shall be monitored regularly by NTIPRIT to assess its effectiveness and outcomes.
- 3.5.2. Young officers and mentors shall be asked to provide feedback on their experiences and satisfaction.
- 3.5.3. The mentoring program may be modified as needed based on the feedback and the evolving needs of the participants.

4. Conclusion

This policy for mentoring young officers in the DoT is designed to provide a supportive and nurturing environment that enables the growth and development of new in the department. It reflects the organization's dedication to creating a culture of continuous learning and professional excellence. Through this policy, the DoT seeks to enable its officers to realize their full potential and contribute effectively to the department's mission and goals.