

# SoP for Establishing Mechanism for Interactions



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## **SoP for Establishing Mechanism for Interactions**

The Regional Centre for Urban and Environmental Studies, Lucknow aims to provide capacity building, handholding and mentoring support to the municipal officials and urban functionaries. The objective is to enhance knowledge and build the capacities of the officials and functionaries thereby enabling them to effectively deliver their roles and responsibility. Establishing a mechanism for interaction between trainees and faculty members is essential for fostering a productive and supportive learning environment. Effective communication and engagement between trainees and faculty can lead to better learning outcomes, mentorship opportunities, and a sense of community within the Centre. Here are some steps to create a successful mechanism for interaction between trainees and faculty:

### **Designated Mentorship Program:**

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RCUES, Lucknow will allocate states to Internal Faculty Members for organising training programmes, research and consultancy work, and other related tasks. The concerned faculty will coordinate with government officials for organising training programmes. The trainees for ULBs and other parastatal agencies and faculty will develop bondages for fruitful interactions and mentorship in view of resolving the practical issues in implementation of government schemes, programmes and other development projects. Implement a formal mentorship program where each trainee is paired with a faculty mentor. Besides, the mentor's role is to provide guidance, support, and constructive feedback to the trainee throughout their training period. This one-to-one interaction allows for personalized attention and helps build strong relationships between trainees and faculty members.

### **Regular Meetings:**

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RCUES, Lucknow will organise regular meetings between trainees and faculty mentors both on physical and on line mode. . These meetings/ consultations can be scheduled periodically- bi-weekly, monthly, or as needed, depending on the trainee's needs and the mentor's availability. The trainees will be encouraged to interact internal faculty through telephonic or video conferencing for raising emerging issues and seeking their practical, solutions. During these sessions, trainees can discuss their

progress, challenges, and aspirations, while faculty mentors can provide valuable insights and advice.

## Open-Door Policy:

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RCUES, Lucknow will encourage faculty members to maintain an open-door policy for trainees. This means that trainees should feel welcome to approach faculty members with questions, concerns, or ideas at any time. An open and approachable faculty fosters a positive learning environment and encourages effective communication.

## Faculty Office Hours:

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RCUES, Lucknow will encourage faculty members cum Course Coordinators to designate specific office hours for consultations/ discussions with trainees. During these times, trainees can drop in to seek advice, discuss coursework, research, or any other academic matters. Clearly communicate the office hours to trainees to ensure they know when they can reach out to faculty members.

## Seminars, Workshops, and Social Events:

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RCUES, Lucknow will organize seminars, workshops, and other consultation meetings that facilitate interactions between trainees and faculty outside of the formal classroom or research setting. These events can create opportunities for informal discussions, networking, and building strong connections.

## Online Platforms:

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RCUES, Lucknow will establish online platforms or communication tools where trainees and faculty can connect virtually. This could be through a dedicated messaging system, Whatsapp group, discussion forums, or video conferencing platforms. Virtual interaction can be particularly useful for distance learning programs or when physical presence is not feasible.

## Peer Mentoring and Group Sessions:

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RCUES, Lucknow will encourage peer mentoring among trainees, where more experienced trainees can offer support and guidance to newer ones. Additionally, faculty will organise group sessions where group of trainees can interact with faculty members together and present their feedback, raise issues and suggest practical solutions . Group settings can create a more relaxed atmosphere for trainees to ask questions and share experiences.

## Feedback Mechanism:

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RCUES, Lucknow will implement a feedback mechanism including Feedback Form for each training programme where trainees can provide input on their interactions with faculty members and the overall support they receive. This feedback can help identify areas for improvement and ensure that the mechanism for interaction remains effective and relevant.

## Recognize and Appreciate Faculty Involvement:

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RCUES, Lucknow will recognize and appraise faculty members who actively engage with trainees and contribute to their growth and development. The Centre will publicly acknowledge their efforts, as this can serve as a positive reinforcement for faculty to continue fostering meaningful interactions with trainees.

## Continuous Improvement:

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RCUES, Lucknow will regularly evaluate and assess the mechanism for interaction between trainees and faculty. It will seek input from both trainees and faculty members to identify areas for improvement and address any issues that may arise.

By implementing these steps, the RCUES, Lucknow may establish an effective mechanism for interaction between trainees and faculty, fostering a supportive and enriching learning environment for all stakeholders.