

Smt. Chandibai Himathmal Mansukhani College

Principal: Dr. Manju Lalwani Pathak

REVISED STUDENT MENTORING POLICY – 2020-21

After reviewing the Outcomes of the Student Mentoring Process over the last two years, need was felt by the IQAC Chairperson to review the policy.

The revised Policy is as follows:

Concept:

In recent years, mentoring has emerged as a strong response to the various and ever-changing needs of youth pursuing education in a competitive world. On college campuses, mentoring programs have expanded rapidly with increasing numbers of mentor teachers working one-to-one with college students.



A college teacher mentor is both a friend, philosopher, guide and a role model who supports and encourages younger learners in his/her academic and personal growth. The mentor is also a guide who helps young learners in coping up with the difficult changes that confronts them in a transition period from school to institution of higher learning. This time of transition is especially important, for it is a time when young learners are making decisions about how much — or how little—they can expect to achieve in their desired careers, working one-to-one with

Objectives of Mentoring System:

- To develop better understanding between Mentor teachers and learners
- To provide proper and timely guidance to the students
- To facilitate overall personality development of the learner in the college
- To develop leadership skills among the learners
- To assist in the improvement of academic performance of the learners
- Mechanism to identify slow and advance learners who needs subject specific guidance
- Mechanism for career counselling
- To enrich learning experience of the students by assisting them in handling their stress related issues

Methodology- Steps to plan, implement and manage mentoring program effectively:

- 1 **Formation of committee consisting of**
 - a) Coordinator
 - b) Four Co-coordinators (Senior teachers one each from Arts, Commerce, Science and Self-financing Courses)
 - c) Other members if any
- 2 **Role and responsibilities of Coordinator:**
 - To ensure effective execution of mentoring program in the college with the active support and involvement of all four co-coordinators



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- To call for meetings of the Mentoring committee for assessment of the performance of mentor teachers
- To ensure timely submission of the reports through Co-ordinators
- To assess outcomes of the mentoring system class wise/ teacher wise/ faculty wise
- To submit comprehensive report to the Principal twice in a year on the performance assessment of the program
- To coordinate with IQAC for queries, problems encountered or for suggestion and support

3 **Role and responsibilities of Co-Coordinator:**

- To ensure effective execution of mentoring program in the assigned faculty with the active support and involvement of all teacher mentor
- To call for meetings of the Teacher Mentors for assessment of their performance
- To ensure timely submission of the reports by Teacher Mentors
- To assess outcomes of the mentoring system class wise twice in the academic year
- To submit comprehensive report to the Coordinator twice in a year on the performance assessment of the program in the respective faculty
- To coordinate with IQAC through Committee Coordinator for queries, problems encountered or for suggestion and support

4 **Appointment of Teacher Mentor class wise/ division wise / students group wise:**

- TY Classes will be preferably mentored by the Head of the Department
- For TYBCom senior teachers can be assigned mentor responsibility along with Heads of the Departments
- In Self-financing courses class wise teacher mentor can be appointed
- Mentor teacher must have a workload of teaching the assigned class for minimum one lecture per week

5 **Selection of Peer Mentors:**

- Peer Mentors will be identified by the Teacher mentor from amongst the mentees assigned to him/ Her.
- One peer Mentor for every 30 students to be identified
- The student should be regular and should have leadership qualities

6 **Role and responsibilities of Mentor teacher:**

- To identify Peer mentors



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- To ensure effective execution of mentoring program in the assigned class with the active support and guidance of Co-coordinator
- To call for Mentee Orientation meeting on the program of mentoring
- To call for meetings of the learner mentees for assessment of their requirements and performance
- To identify Slow and advance learners
- To encourage and ensure participation of students in various Co-curricular and Extra- curricular activities
- To attend and to facilitate in resolving any difficulty that has been reported by the students
- To ensure participation of students in the registering of feedback
- To interact with Attendance Defaulters and their parents.
- To suggest remedial measures for attending various issues/complaints/problems reported by the students
- To provide information on all important events, circulars and programs to the students
- To maintain and ensure timely submission of the mentoring reports to the Co-Coordinator
- To assess outcomes of the mentoring system class wise Twice in the academic year
- To submit comprehensive report to the Co-Coordinator twice in a year on the performance assessment of the program in the respective assigned class
- To coordinate with Coordinator through Co-coordinator for queries, problems encountered or for suggestion and support

7. Role and responsibilities of Peer Mentors

- To bridge the communication gap between Mentor Teacher and Mentees
- To facilitate reporting of mentee problems to the mentor Teacher
- To assist the Mentor Teacher in the mentoring Process.

Requirements for execution of the program:

- Appointment of Mentor Program Committee
- Appointment and orientation training of Mentor teacher
- Orientation for Mentees
- Source for continuous communication- Circular, Notices, College Website, Social networking Groups
- Formats for submission of various reports
- Administrative staff as per requirements for documentation and report making
- Information pack/booklet on college students support services to mentor teacher



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Mentoring Committee

Status Report by Co-coordinator

Academic Year 2020-21, Faculty of Arts/Science/Commerce (Aided & Unaided)

Class: Division: Semester:

Name of the Mentor Teacher	
Department	
Date of collection of report from the mentor	
Analyse the report and prepare a list of issues which needs to be addressed by the college as per the following: academics, sports, extracurricular and cocurricular activities	
Suggestion for improvement of the mechanism	

Signature of the Co-coordinator

Date:

Mentoring Committee

Status Report by Coordinator

Academic Year 2020-21, Faculty of Arts/Science/Commerce (Aided & Unaided)

Class: Division: Semester:

A comprehensive report on outcomes of the mentoring system	
A comprehensive report on outcomes of the mentoring system teacher wise if needed	
A comprehensive report on outcomes of the mentoring system class wise	
Date of meeting with IQAC for clarification and support if any	
Analyse the report submitted by Co-coordinators and prepare a final list of issues which needs to be addressed by the college as per the following: academics, sports, extracurricular and cocurricular activities	
A comprehensive report on the process adopted, difficulties encountered and suggestions if any	

Signature of Coordinator

Date: