

## **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
- 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-0ordinators
- 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
- 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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