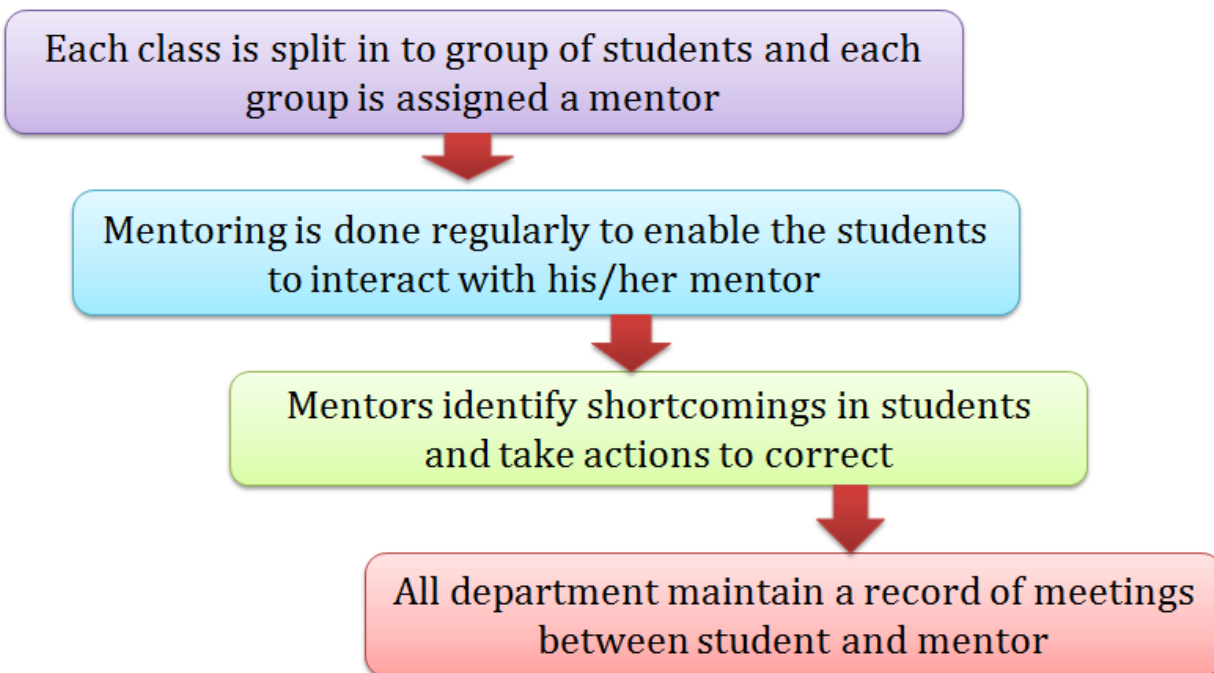


MENTORING PROCESS IN OUR COLLEGE



Mentoring practice followed by our Institution

1. HoDs of all department will allot group of students to each staff(Mentor) right from the first year of their course.
2. There should be maximum 20 mentee per mentor.
3. Groups should be made from same department
4. Groups should remain for entire course duration.
5. The mentor should conduct regular meetings and discussions on any problem such as academic, financial, psychological, etc.
6. There should be a continuous review of students' progress.
7. The mentor should keep the record of all details in the mentoring session.
8. The mentor should identify the poor learners and interact with them to resolve the cause.
9. Inculcating discipline, punctuality and motivation among the students is the main objective in career building of a student.
10. This is a continuous process till the end of academic career of the student. During the last semester of study, students are advised for higher studies along with proper career

guidance. Reasonable numbers of students have secured admissions for their higher studies and they in turn guide their juniors for their prospective admissions.

11. The mentor can involve the Parents, Head and Principal for reforming of the student with poor performance and indifferent behavior.

AREAS OF REVIEW

- Attendance: Mentor shall observe the attendance of the mentee. Mentor shall advise and take necessary actions about the attendance of mentee with regards to University rules.
- Academic matters: During the continuous assessment of the mentee, mentor shall keep the track of the overall academic performance of the mentee through counseling, by arranging remedial teaching, if necessary.
- Behavioral and discipline Matters
- Health and Physical Well being
- Achievements, Talent and Co-curricular activities

DUTIES/ RESPONSIBILITIES OF MENTOR

- Introduction of group and discussion of the mentor – mentee system.
- Call of meeting and record of details in the form about goal setting & action planning and mentoring session.
- Keep a track record of attendance and academic performance and behavioral aspect.
- Support to the student academically and emotionally.
- Contact to parents and to inform them about the progress of their ward.
- Arrange remedial teaching, if necessary.

DUTIES/ RESPONSIBILITIES OF MENTEE

- Attend meeting regularly.
- Fill the personal information in the form.
- Provide details of attendance, continuous assessment, term end examination, cocurricular, extra-curricular activities to mentor.
- Seek advice from mentor whenever required.

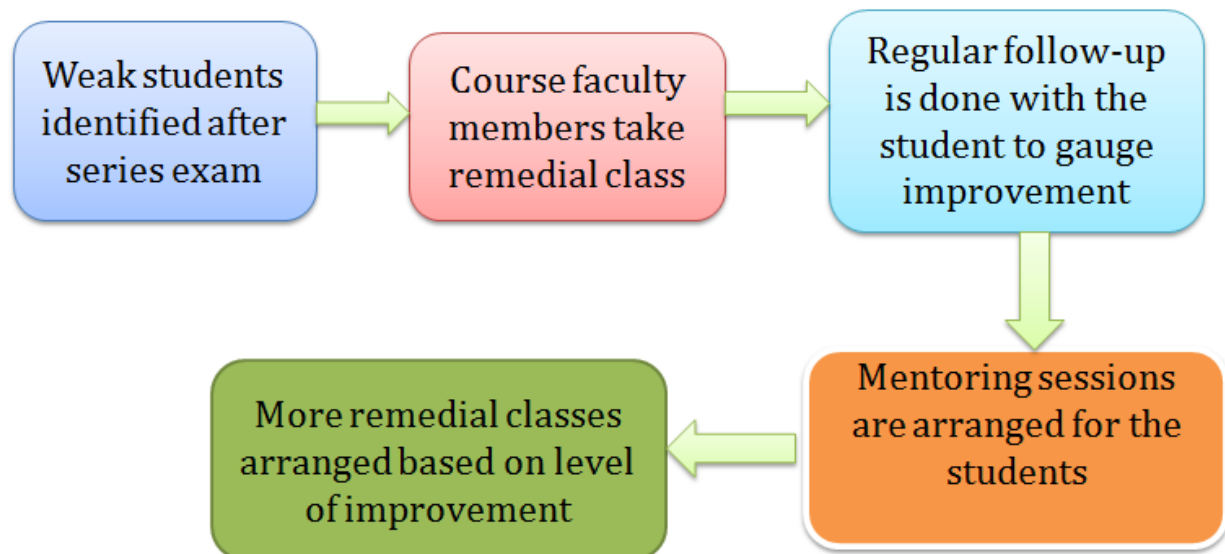
MENTORING BOOK

- Mentoring book includes
 - Mentees personal details
 - Personal interaction details
 - Attendance
 - Series performance
 - Internal marks
 - University results
 - Internship details...

ADVANTAGES OF MENTORING

1. Identifying weak students

- Mentors can identify weak students and can take the remedial measures
- Mentors will play the major role in pointing out the slow learners. Mentors will pay special attention for them. This may help the institution reduce the rate of dropout at very initial level. The major criteria for identifying slow learners are their performance in series test, university results and personal interaction with those students.



2. Improving university results

The Continuous Evaluation of Mentees will motivate them to increase their interest in studies which will help to improve their results

3. Inspiration for higher studies

The proper guidance given by the mentor helps the mentees to identify the field of expertise for higher studies.

4. Improve the Job Skills

Additional skills like Aptitude test, Group Discussions, and other Interview skills are given with proper training.