Student Mentoring System

(Policy Document)

Mentor, as per Cambridge dictionary, is a person who gives a younger or less experienced person help and advice over a period of time, especially at work or school. Student Mentoring system supports all round growth of students and help them develop a clear sense of direction.

Assignment of Mentees to Mentors

- A senior teacher who is also the member of Criterion V-Student Support and progression is entrusted with the task of assigning mentees to the mentor teachers. He/she ensures that in most cases, the mentor is also a subject teacher.

- Each year , $1/3^{rd}$ of the teachers are assigned First Year students (15-20 students per teacher) as mentees. The mentor teacher for a mentee remains unchanged for all three years of the undergraduate degree programme.

Mentor assignment process	Cycle I (First year)	Cycle II (Second year)	Cycle III (Third year)	New Cycle I (Fourth year)
$1/3^{rd}$ of the teachers (Group A)	FY students →	SY students →	TY students	FY students
$1/3^{rd}$ of the teachers (Group B)	-	FY students →	SY students →	TY students
$1/3^{rd}$ of the teachers (Group C)	-	-	FY students →	SY students

- At PG level, the mentor teacher continues to mentor the same students through both years of the PG programme.

- Workshops by experts are conducted to train the mentor teachers

Role of Mentor teacher:
- To establish rapport and maintain regular communication with mentees

- To provide motivation and support for skill development and all round growth

- To monitor and discuss academic progress and attendance

- To advise and guide on academic issues and other issues sought by the mentee within the purview

- To maintain confidentially of personal information of the mentee

Meetings and records to be maintained by the mentor
- Record of each mentee including name, class, roll number, mobile number, email, address, semester wise progress record, attendance record and other informations as decided during mentee- mentor interaction
- Minimum two meetings per semester to be held with mentees
- Agenda to be prepared for each meeting and record to be maintained as follows

Name of the Mentor:
Date:_____ Time:_____
Objectives of the Meeting

Sr. No.	Roll No. of the mentee	Name of the mentee	Class	Signature of the mentee

Name and Signature of the mentor

- The agenda of first meeting with new students (first year students) must include following points –
  - ➢ Students data collection
  - ➢ WhatsApp group formation
  - ➢ Introduction to vision, mission and objectives of the college
  - ➢ Introduction to graduate attributes
  - ➢ Acquaintance to
    - o College policies with respect to discipline , attendance and leave
    - o Code of conduct & dress code
    - o Decorum to be maintained during daily prayers relayed before first session

- o Resources and facilities available at the college campus
- o Internal Complaint Committee against sexual harassment, Anti ragging Committee, Women Development Cell and Students' Grievance Redressal Committee
- o Government Scholarship schemes (https://www.learningwithvodafone.in/en/scholarships)

- In subsequent meeting mentors can take up the following issues
  - ➢ Enrollment in NSS, NCC, Extension activities and Clubs & Societies
  - ➢ Reading of notices displayed at various places in the campus
  - ➢ Participation in intercollege/ interacollegiate activities
  - ➢ Participation in Annual research Meet
  - ➢ Examination system and University Ordinances & Regulations (**http://mu.ac.in/portal/student-section/examination/**)
  - ➢ Attendance record of the mentee
  - ➢ Selection of subjects/electives options

Qualities of a Good Mentor
- Approachable and consistent in dealings with students
- Well aware of College / University policies
- Capable of recognizing mentee's strengths and weaknesses
- Able to give constructive feedback
- Honest and tactful in advising the mentee
- Possesses nonjudgmental and positive attitude
- Able to maintain confidentiality of the information shared by the mentee
- Willing to devote time for students' development