



Dnyan Prabodhini Mandal's  
**SHREE MALLIKARJUN**  
 &  
 Shri. Chetan Manju Desai College  
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India Today Ranking  
 115 (Arts) 150 (Commerce)

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## MENTORING POLICY

### MEANING OF MENTORING

Mentoring is a strategy to provide students with emotional and instrumental support they need to achieve learning goals.

### OBJECTIVES OF MENTORING POLICY

The objective behind the programme is:

1. To provide a campus-based role model' and a role model's message 'I will help you, be whoever you want to be.' The understanding is that the Young people need a helping hand to evolve themselves as responsible citizens and chart a success path in the career they choose.
2. The purpose is also to identify intervening mechanisms to improve the performance of weak students.

In this context few ideas have been outlined:

- a. To focus and motivate students to achieve learning goals and thereby improve their Academic performance.
- b. To generate interest in academics and other institutional activities amongst students.
- c. To provide students with information on preparatory courses such as bridge courses, skill courses, etc.

### THE PROCESS- MENTORING POLICY

1. Identification of weak students:

One of the Objective of Mentoring is to identify the specific Learning needs of the students. The student shall be grouped into Slow Learners and Advance Learners.

2. Identification of mechanism to aid weak students:





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Slow Learners and Advance Learners shall be identified based on the student's past Performance/Attendance/Performance in ISA.

3. Realization of desired outcome: The Strategies to realize the desired outcome-
  - a. Conduct Extra-Classes/ Revision Classes/Practice Sessions/Home Work
  - b. Conduct Personal Counselling
4. Assist by providing Study Material/ Reference List /PDF Material/YouTube Videos.
5. The Mentor shall conduct Six Meets in each Term with following Agenda:
  - a. Introduction/Orientation to Mentoring Programme.
  - b. Orientation about Exam and E- Learning.
  - c. Feedback/ Discussion on Limitations in Learning.
  - d. General Counselling.
  - e. ISA Results and Exam Preparation.
  - f. Review of Academic Preparation.

## PROCEDURE OF MENTORING POLICY

- a. All The Teaching Faculty serves as 'On Campus Faculty Mentors'.
- b. The Co-ordinator for the Mentoring programme identifies the students to be placed under each mentor.
- c. Personal One to One based meeting to be conducted as the need perceived or need felt by the student.
- d. The students to be provided with campus partners in learning.
- e. For interaction the students shall be integrated through the Whatsapp Group.

Desired result of improvement of academic performance of weak students shall be achieved by implementation of the mentoring policy procedure.

## THE MENTOR - MENTEE RELATIONSHIP

Here are some general guidelines and tips describing the mentor-mentee relationship. The roles, responsibilities, and outcomes may vary just as individuals and the situations vary.





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## **MENTOR'S ROLES, RESPONSIBILITIES & BENEFITS:**

The mentor's role is to teach, guide and help shape the professional growth and learning of the mentee and to serve as a positive role model.

Mentor responsibilities:

1. Listens actively.
2. Serves as a positive role model.
3. Helps mentee set educational/career goals.
4. Provides encouragement for building confidence and self- esteem.
5. Offers mentee constructive and meaningful advice and feedback.
6. Celebrates milestones and achievements with mentee.
7. Acts as a resource for information about careers.
8. Educates mentee on workplace.
9. Help weaker students.
10. Be a friend, philosopher and guide.

## **BENEFITS OF MENTORING FOR THE MENTOR:**

1. Demonstrates expertise and shares knowledge.
2. Opportunity to build leadership skills.
3. Enhances skills in coaching, counselling, listening and modelling.
4. Contributes to the professional development of a student.
5. Gives back to the community.
6. Builds relationships with potential interns and new hires for organization.

## **MENTEE'S ROLES, RESPONSIBILITIES & BENEFITS:**

The mentees role is to seek guidance and constructive feedback on his/her professional development and career goals.

Mentee Responsibilities:

1. Takes responsibility for keeping in regular contact with mentor and actively participates in the relationship.
2. Assesses academic/professional strengths, learning and developmental needs,





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values and short and long-term Career goals.

3. Develops a plan with mentor for achieving these goals.
4. Follows through on commitments and Goals.
5. Respects the mentor's time.
6. Maintains confidentiality at all times.
7. Openly shares successes and failures.
8. Is receptive to feedback and coaching.
9. Takes advantage of opportunities presented by the mentor.

### **BENEFITS OF MENTORING FOR THE MENTEE:**

1. Assistance in defining career goals, strategies and outcomes.
2. Develops a meaningful professional relationship with mentor.
3. Increases professional connections and network.
4. Gains knowledge of work place expectations.
5. Builds self-advocacy skills and confidence to be successful.
6. Access to potential internships and job opportunities.

