



**S.I.W.S.**

**N.R. SWAMY COLLEGE OF COMMERCE & ECONOMICS**

**AND**

**SMT. THIRUMALAI COLLEGE OF SCIENCE**

Plot No. 337, Sewri - Wadala Estate,

Major R. Parameshwaran Marg, Wadala, Mumbai – 400 031

(Affiliated to the University of Mumbai)

ISO 9001: 2015 Certified

## **MENTOR-MENTEE POLICY**



# MENTOR-MENTEE POLICY

## 1) Introduction :

Mentor - Mentee program is founded with a vision to extend support and guidance to the students studying in the college for the betterment of their academic and professional career. Mentoring is an effective way of helping students to excel in their performance in curricular, co-curricular and extra-curricular activities. The role of mentors is to guide and motivate students for success in all their endeavours.

Stress is considered today as one of silent killers. Students face stressful situations, either at home, with peers or may be with academics. These stress related problems disturb students and negatively affect their performance. Mentors tackle the stress related problems by interacting and counseling the mentees.

## 2) Concept of Mentoring:

Mentoring, is the process of overseeing effective realization of one's potential in terms of goals, skill set, practical knowledge, confidence, social and ethical attitude. It is a supportive relationship, in which the mentor takes interest in developing a less experienced mentee for progressing within and beyond his/her realizable potential. This one-to-one relationship and interaction is intended to identify and address the issues of students (mentees) to enhance their academic performance and personality development in the early career stage.

## 3) Objectives of Mentoring Policy:

- 1) To focus and motivate students to achieve learning goals and enhance their academic performance
- 2) To generate interest in academics and other institutional activities among students

- 3) To keep a track of the attendance, academic performance and behaviour of the students and support them academically and emotionally
- 4) Help students to identify and achieve career development and personal growth compatible to the vision, mission and goals of S.I.W.S. College

#### 4) Programme Details

The mentoring system formally begins at the commencement of the academic year by the allocation of Mentors to Mentees for each class. All the full time teachers are mentors. Principal and Vice- Principals also play instrumental role in guiding students in their academic as well as personal issues.

- ✚ The mentees shall be assigned to the mentors right from the first year of the programme.
  - ✚ A mentor shall not have more than 30 mentees at a time.
  - ✚ The mentor will conduct periodic meetings with the mentees to solve their difficulties
  - ✚ Maintain record of the meetings with mentees and the outcome
  - ✚ The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institution/department for providing motivation to advanced/gifted learners.
  - ✚ The mentor shall also identify the students whose performance/attendance is below par and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parents, head of the department for reforming the student.
- ✚ **Attendance:** The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.

✚ **Academic Matters:** The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term end examination and help the mentee through counselling or by arranging remedial teaching, if necessary

✚ The College has also signed an MoU and engaged a Professional Counsellor to guide the students on:

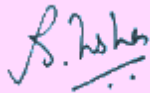
- a. Behavioural and discipline matters
- b. Health and physical well being
- c. Stress related issues and mental health
- d. Achievements, talents and co-curricular activities

#### 5) **Responsibilities of Mentors:**

- 1) Create awareness among the students regarding code of conduct, discipline, personal hygiene, cleanliness, gender issues, conservation of water and electricity and eco-friendly measures.
- 2) Create awareness about attendance rules, class participation, anti-ragging, sexual harassment, grievance redressal and overall development
- 3) Guide students to select elective / optional subjects as per their calibre
- 4) Guide students to choose their project topics, internships and reference materials
- 5) To advise students to attend short term / certificate courses conducted by the college
- 6) Help students to overcome examination related stress and give tips on techniques to prepare for examinations
- 7) Create awareness about rules and regulations of examinations notified by the University time to time. Mentors also communicate to the mentees about the rules of A.T.K.T and to avoid unfair practices
- 8) To guide students about Physical Health (medical) and Mental health (counseling) services provided by the college

- 9) Create awareness regarding personality development, time management, leadership quality, soft skills, communication skills and goal setting
- 10) To encourage students to participate in co-curricular and extra-curricular activities
- 11) To motivate students to participate in sports and cultural competitions conducted at University, State, National and International level
- 12) Provide guidance on career prospects
- 13) To guide students regarding interview skills, placement opportunities and promote employability

The program has been instrumental in blending a harmonious relationship between the learner and his/her family and the institution at large. It has created an atmosphere of conviction and faith about the alma mater.



**Dr. Usha Iyer**

**Principal**

**Date : 7<sup>th</sup> December, 2016**

\*\*\*\*\*