

Our Lady of Grace Trust's

# **ST. GONSALO GARCIA COLLEGE OF ARTS AND COMMERCE, VASAI**



## **MENTORING POLICY**

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The college life of students is changing very fast with pressures to achieve high in academics, secure jobs with respectable earnings, build their careers of their choice, and integrate learning of various skills with curriculum to ensure job security and to cope up with the information available on the social media. At the same time, with advancement in international relations , developments in science and the sudden onset of COVID-19 like pandemic, higher education is becoming more and more complex and challenging. All of this creates a lot of anxiety and uncertainty among college students about their success during college and post-college. Hence, there is a requirement of continuous mentoring of students for academic, social, personal and career guidance. Looking at all these needs of students, the college has instituted a Mentor-Mentee system where a group of students (Mentees) are assigned to a faculty (Mentor) from the same Department.

The Following policy has been adopted by the college for its mentorship program.

### **Responsibilities of Mentor -**

- Conduct at least two meetings (online/offline) in a semester.
- Assess mentee's background, knowledge, skill, motivation, experience, hobbies, etc.
- Help to improve upon communication skills and shed hesitation.
- Counsel, guide and advice mentee to accomplish their goal in academic and career development.
- Help them solve their concerns with appropriate support and referral available.
- Encourage inquisitiveness and interest in academic, extracurricular and social works.
- Conduct discussions on socio-cultural aspect of the country to make good citizen. • Update them on various scholarships, fellowships, competitions, internships, research projects, job opportunities, etc.
- Develop leadership quality, team work among mentee.



- Develop a long term relationship and keep in contact to see the effects of mentoring and the progression of the mentee.
- After completion of each session, submit the meeting records and a brief report to IQAC keeping the information and discussions with the mentees confidential.
- Listen to the mentees, be flexible, be empathetic, be respectful and invest time and efforts
- Identify the learning abilities of their mentees and suggest necessary action programs to the IQAC e.g. requirements of any skill development programs, career counselling sessions from professionals, preparation for various entrance examinations, etc.
- Reaching out to other colleagues to request to conduct special/remedial classes for slow learners in the group

#### **Responsibilities of Mentee -**

- Attend meetings regularly
- Be respectful towards everyone and the mentor
  - Share details of her/his performances in academic, extra-curricular activities, etc with mentors
- Share his/her career plans and specific needs with mentor.
- Focus on the guidance or advice provided by the mentor.

#### **Outcome of the Mentor-Mentee Program -**

- To empower students through imparting skills for self-awareness, self management, social awareness and relationship management
  - Identification of the learning abilities of the students and requirements of special needs.
  - Identification of slow and advanced learners and take appropriate steps.
  - Initiating new courses for career advancement of students based on student requirements.
  - Modifications in the Teaching-learning pedagogies.



### **Faculty and college responsibility towards Slow learners -**

Slow learners cannot be defined as poor achievers or suffering from any kind of illness. The slow learning may be because of social background, lesser exposure to society, academic facilities, field, hesitation to ask questions in the class, medium of instruction, previous knowledge of the subject due to different curriculum in state boards, etc. mentors can help mentees to overcome many of their problems. The following strategies of more may be adopted by the faculty to motivate and guide slow learners.

- Making provisions of easy lecture notes/study materials.
- Arranging special classes in the form of remedial classes.
- Peer education strategies can be used by following buddy system or peer mentors. • Provide academic and personal counselling
- Encouraging the students to join or participate in Co-Curricular activities
- Encouraging students to be more inquisitive and to join the skill development courses on life communication skills.

### **Faculty and college responsibility towards advanced learners -**

Advanced learners are those students who have better Intelligence Quotient and faster understanding of the subject. Such students require to be groomed beyond curriculum to explore their full potential.

- Providing extra facilities and academic input for better career growth.
- Encouragement to join research projects like Avishkar, to inculcate research orientation.
- Encourage to read research papers and make presentations before the class.
- Encourage to join Online Courses offered by Swayam or COURSERA or other platforms for enhancing the knowledge horizon.



PRINCIPAL  
ST. GONSALO GARCIA COLLEGE  
OF ARTS AND COMMERCE,  
Vasal, Dist. Palghar - 401 201.