

VSM COLLEGE(A):: RAMACHANDRAPURAM

POLICY OF MENTORING THE MENTEES

The Staff members of the college look after the interests of the student and provide guidance on all matters ranging from personal to official, such as course selection, scholarships, examinations, employment etc. they guide there in all aspects and keep their problems, confidential students are assigned to various lectures at the college for this purpose, and they should meet with their staff guardians at least once every two weeks at a time that is mutually agreed upon in order to benefit from their advice in both academic and personal matters.

Student mentoring is one of the support services to all students in this institution. The process of mentoring includes appointment of teachers as mentors to the batch of 18 to 20 students of each class. Every class is allotted two class representatives, one is from boys and other is from girls. At the beginning of the academic session, the class wise names of the mentors and representatives are displayed on the College notice board. At the beginning of the academic session, the mentors conduct orientation programmes for the mentees, Mentors identify skill gaps in mentees in order to expand and realize their potentialities, whereby they are acquainted with the institution, its goals and mission, the facilities available and the regulations of the institution. The class representative takes on multiple roles Students allocated to specific mentor will remain with him/her till the completion of the semester. Then for next semester, new mentors are appointed who are teaching the subjects to the respective class. The mentors maintain the biographic details of each individual mentee including their educational background and socioeconomic status.

Mentors maintain record of their class performance, class attendance and academic improvement. There are many benefits of mentorship in student progress that includes communication, interpersonal relationship, technical skills and leadership skills along with creative thinking and inspiring students for extra-curricular activity. In this process now the students better so as to design suitable teaching learning methodologies, identify slow and advanced learners. Mentors direct the slow learners to bridge, remedial and other language proficiency courses and advanced learners to Add on/Certificate courses, Seminars, Projects etc. Motivate the students to participate in various college activities and channelizing them to

co-curricular and extra-curricular activities or events as per their interest and talent. It is a process of creating a supporting relationship with teachers, parents and students aiming at comprehensive development of students. The mentor establishes the contact with the parents through telephonic discussion, appraise them about the development of their ward. The mentee meets the mentors once in a fortnight and the observations about mentee viz. achievements, doubts, fears, grievances etc. are recorded.

TYPE OF MENTORING DONE IN OUR INSTITUTION ARE:

1. Career Guidance –Regarding career goals, selection of career and higher education.
 2. Career Counseling– Regarding , self-employment, entrepreneurship development, opportunities, morale, honesty, integrity required for career growth
- Outcomes of the System:

1. The attendance percentage of the students has increased to large extent
2. The number of dropouts has decrease consistently
3. Due to direct communication between mentor and student there was a good improvement in student-teacher relationship.

OBJECTIVES OF THE SYSTEM:

- ☞ To help the students to understand the challenges and opportunities in the institution.
- ☞ To develop a conducive academic environment for effective learning.
- ☞ To counsel the students who are academically weak and guide them to excel in academics.
- ☞ To solve the problems of students.
- ☞ Cleaning drive should be conducted at least once in a semester for one w hour without disturbing the classes.
- ☞ Intimate the progress of the students in examinations and attendance to their parents through sms.
- ☞ Distribution of hall tickets during the exam time.
- ☞ Try to solve the problems of students at class level or bring it to the notice of the principal and get them solved.
- ☞ Any other work assigned by the principal from time to time.