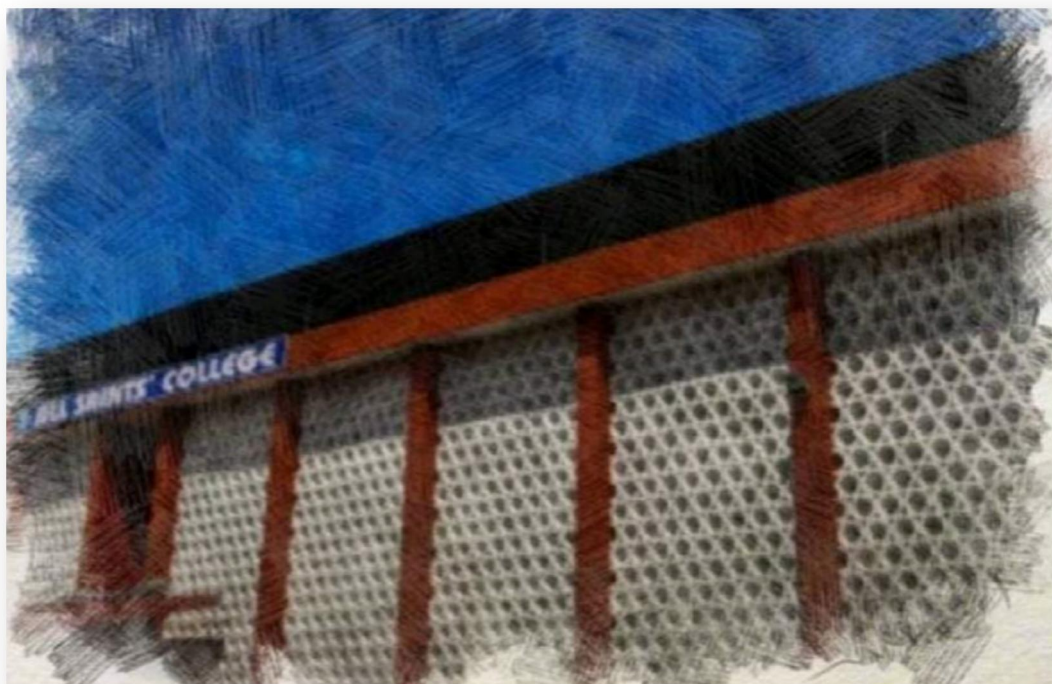# POLICY DOCUMENT

# ALL SAINTS' COLLEGE

## THIRUVANANTHAPURAM-695007

*Re–accredited with 'A' Grade by NAAC*

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**All Saints' College, Thiruvananthapuram**

| POLICY NAME | MENTORING POLICY | | | | |
|---|---|---|---|---|---|
| **APPLIES TO** | | | | | |
| FACULTY | ✓ | STUDENTS | ✓ | NON–TEACHING STAFF | ✗ |
| PARENT/GUARDIAN | ✗ | VISITORS | ✗ | MANAGEMENT | ✓ |

## 'HOLISTIC DEVELOPMENT THROUGH MENTORING PROGRAMME'

Mentoring is a strategy to provide students with the support they need to achieve learning and career goals. In the context of higher education in educational institute, mentoring can be understood at two levels:

1. Teacher – Student

2. Student - Student

## OBJECTIVES OF MENTORING POLICY

The institution envisions providing transformative education leading to moulding of responsible citizens. The purpose of this programme is to identify intervening mechanisms to help students cope with stress; to improve curricular and co-curricular performance and to attain academic and career goals.

i) To generate interest in academic, co-curricular and extra-curricular activities amongst students

ii) To focus and motivate students to achieve learning goals and thereby improve their academic performance.

iii) To provide students with information on preparatory programmes such as bridge courses, skill and capability enhancement programmes, etc.

## MENTORING PROCESS

The Principal and the Heads of Departments initiate the mentoring programme every academic year by assigning mentees to respective mentors and publishing a circular in this regard. The Faculty Members are allotted a set of students to be mentored over a period of their Degree Programme. The students' progress will be closely monitored by the designated mentors and appropriate guidance will be given.

♟Appointment of subject teacher as mentors serves to bridge the gap between learning skills and thereby improve students' performance.

♟Appointment of mentor depends upon the level of difficulty faced by students in different subjects.

♟ The Principal and the Head of the Department will prepare a schedule of meeting of mentors and mentees. The schedule should ensure that every mentor must have a minimum of three meetings every academic year.

♟ Mentor teacher will take initiative in forming of peer learning groups of weak students and academically bright students which ensures enhancement of interpersonal relationships.

♟ Mentor will keep a record of list of student mentee, notice of appointment of mentor teacher and schedule of meeting of mentor and mentee.

♟ Each mentor is required to prepare and maintain a mentoring record for each meeting.

**ELEMENTS OF MENTORING POLICY**

Under mentoring programme certain important aspects have to be dealt with. They are:

i) Pre-mentoring assessment.

ii) Problem identification.

iii) Execution of the mentoring policy.

iv)      Realization of desired outcome post mentoring.

**i)  Pre-mentoring assessment:**

♟ Questionnaire method

**ii) Problem identification**

♟ Identification, Evaluation and Consolidation of data – This helps the mentor to identify the areas where intervention is required.

**iii) Execution of the mentoring policy.**

♟ **Student-Centred Interventions**

The above programme should be initiated by;

a) Appointment of mentor teacher for a group of 10 to 15 students.

b) Tracking students' performance and attendance by conducting tests on a regular basis.

c) Formation of Peer learning group of 10 to 12 students comprising academically strong and weak pupils, who will learn together.

♟ **Institution-Centred Interventions**

This includes:

a)   Provision of Book Bank facility to the financially challenged students.

b)   Improving communication skills through soft skill and capability enhancement programmes.

c)   Scholar Support Programmes (SSP) and remedial classed for academically weak students.

d)   Walk With Scholar (WWS) programme and paper presentations in seminars, conferences and workshops

**iv) Realization of desired outcome of mentoring programme:**

**It should be checked by:**

♟ Checking the performance of students in the exams so that the success of mentoring programme can be identified on passing of exam by the students.

♟ Recording student participation in cultural, sports and co-curricular activities organized by the parent institution as well as other institutions.