Mentoring Policy

Volume	II
Responsible Executive	Coordinator (Mentoring) St. Berchmans College
Responsible Office	Mentoring and Counseling Office, St. Berchmans College
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1. Statement of Policy

Students of the 21st century undergo lot of crises in their lives. Many of them are disorientated and frustrated. The excessive use of social media and other unhealthy practices and relationships often lead to aberrant behaviour, depression, anxiety and suicidal tendencies. Family problems aggravate this crisis. A strong interpersonal relationship between teachers and students can help a great deal in overcoming this crisis and motivate students to fulfil their academic and social responsibilities. Hence the importance of mentoring.

- Mentoring system in St Berchmans College is educative in focus and aims at providing support and encouragement to all students on the campus in all matters – curricular and cocurricular activities.

- It aims at moulding students to become ideal Berchmanites and responsible citizens by providing maximum individual care and guidance.

- Every student is assigned to a particular teacher who will be his/her mentor. A mentor is in charge of twenty-five students. The limited number of students helps mentors to give personal care and attention to their mentees. It also enables

mentors to meet mentees often in order to support them to overcome their crises in academic, social and personal life.

- The Peer Mentoring system, supported by faculty from NIMHANS, Bangalore, aims at identifying the problems of students at the earliest by their peers and providing immediate support to students by peer mentors. Peer Mentors shall bring to the attention of the mentor about the various problems being faced by students which will help in the timely intervention by the mentor.

- The college has a four- tier mentoring system. It consists of peer mentors, mentors, Heads of Departments and Principal of the college. There is a mentoring cell to coordinate these activities. It consists of a coordinator and three teachers and among them one is a lady representative.

2. Objectives

- St Berchmans college introduced mentoring system in order to provide support and encouragement to all students on the campus in their academic and non-academic matters. It also aims at providing emotional and psychological support to students to overcome their emotional disturbances and face boldly the challenges in their academic, social and personal lives.

- The support and guidance provided to students help them to develop their potentials and capabilities. It aims at the holistic development of every student.

3. Individuals and entities affected by this Policy

Students of St Berchmans College are the beneficiaries of this mentoring system.

4. Roles & Responsibilities

- Mentor has to maintain mentor's file provided to him/her by the college. It should contain addresses of his/her mentees, phone numbers, their marks of plus two/degree and the contact details of parents, guardians/wardens. It should also contain their important personal, familial and co-curricular details.

- Mentor shall establish a good rapport with his/her mentees and win their trust and confidence. He/She is guided by empathetic attitude and should patiently listen to

their problems and anxieties. Constructive and positive suggestions from the part of mentors can help them to tide over the crises in their academic and personal lives.

- Mentor shall arrange group meetings every month and provide general guidelines to mentees. They shall also conduct personal meetings with the mentees at least twice in a semester and encourage them to attain their goals and ambitions.

- He/she shall assess mentees character and conduct and provide necessary corrective steps. Academically weak mentees have to be identified and necessary remedial teaching shall be provided.

- Act as a link between the authorities of the college and the wards.

- Inspire and motivate students to join NCC, NSS, or various forums and clubs to inculcate a civic sense and to develop interpersonal relationships.

- Take necessary steps in arranging meetings with the parents and wards at least once in a semester and evaluate the academic performances of mentees.

- Mentor should help the mentees to cultivate a positive outlook and face the crises in life with courage and confidence. He/she should provide constructive feedback to one's mentees.

- Mentor should help Heads of Departments in maintaining discipline of their mentees on the campus.

- If a mentee is absent from the class for more than two days the mentor should contact the mentee's parent to know the reason for his absence. A copy of the leave letter shall be maintained by the mentor in a separate file.

- Mentor shall consult with teachers of their department as well as with teachers of other departments who engage classes for their mentees and evaluate their academic performances and behavioural changes.

- Identify students who are undergoing psychological and emotional disturbances and direct them to seek the help of the college counselling centre.

- Identify economically weaker students and help them to get financial support and other benefits from Vincent De Paul Society, PTA, Care and Share and *Swanthanam.*

- At the end of each year, mentor should hand over the completed evaluation file to the mentoring cell which will be handed over to the same mentor after due scrutiny and evaluation. He/She should hand over the same file to the next mentor in charge.

The completed files at the end of the course shall be kept in the college office for a period of three years for future reference.

5. Approval & Review Details

Approval Authority:

Manager, St. Berchmans College

Officer In charge:

Coordinator (Mentoring) St. Berchmans College

Approved on: November 2022

Next Review Date: November 2024

6. Feedback:

Stake holders may provide feedback about this document by e-mailing to IQAC