



KATWA COLLEGE

(Affiliated to the University of Burdwan)

P.O.: Katwa, Dist.: Purba Bardhaman, West Bengal, 713 130, India

Ref.

Date-

STUDENT MENTORING POLICY

In the context of Higher Education in Katwa College, mentoring may be recognized as a strategy required by the students to achieve learning goals with emotional and instrumental support. Thus, the student mentorship programme will incorporate the support of faculty members as "Mentors" to all the students in the college. Each student shall be assigned a "Mentor" to overcome their hurdles to achieve the goals desired by them in their academic career.

OBJECTIVES OF STUDENT MENTORING POLICY

The target of this Mentoring Programme is to identify fundamental mechanisms that will

1. Provide students with career and non-academic counselling.
2. Provide students with information on preparatory courses such as skill courses, Add Oncourses inside the institution and others where similar suitable programmes are offered for their academic prosperity.
3. Focus and motivate students to achieve learning goals and thereby improve their academic performance.
4. Guide, encourage, and advice the students about their upcoming student life, student health, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.
5. Generate curiosity and interest in academics and other institutional activities amongst the students.

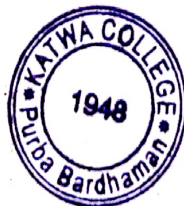
ELEMENTS OF STUDENT MENTORING POLICY

The Student Mentoring programme will help identify

- Under achiever students.
- The mechanism to aid under-achieved students.
- Realization of desired outcome post mentoring.


Principal

Katwa College




IQAC, Coordinator

Katwa College

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SCHEDULE OF MEETINGS

Mentors and student mentees will meet according to a pre-arranged calendar, as well as per need of the student or the moment. They will be introduced to each other in the first few weeks after admission. They are encouraged to meet socially periodically to build rapport within the team. Mentees are encouraged to initiate meetings with mentors.

RESPONSIBILITIES OF THE MENTOR

A mentor should don multiple hats.

The mentor should embrace the ability and willingness to

1. Coach to advise the mentees on how to accomplish their goals
2. Provide guidance and help to increase the mentee's exposure to new experiences.
3. Teach to provide learning opportunities.
4. Counsel to enhance the mentee's self-esteem through supportive, non-judgmental discussions.
5. Communicate through active listening. Focus fully on the mentee and show active verbal and non-verbal signs of listening.
6. Share experiences and be open to sharing mistakes, failures and lessons learned.

Maintain strict confidentiality of the information shared by the mentee.

8. Be a role model to walk the talk and exhibit the behaviours essential for success
9. If at any time, the mentor feel that the mentees need special counselling, the mentor may encourage the students to seek counselling with the professional expert - the Student Counsellor.
10. If any student needs special academic tutoring, the mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a particular area.

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MENTEE'S ROLES AND RESPONSIBILITIES

1. Mentee is responsible for initiating all contact with the mentor and should be prepared and punctual for the mentoring sessions.
2. Mentee is responsible for establishing the agenda for the conversation. The student might even email topics to the mentor ahead of time. At the beginning of each session, the mentee should provide a brief update on progress since the last conversation.
3. Mentee should share his/her ideas, concerns, and professional goals so that the mentor is able to place the situation in perspective.
4. Mentee should establish a mutually agreeable plan for mentoring sessions. He/she should schedule the sessions on his/her calendar and build in enough time around the sessions to prepare. By ensuring that conversations start and end on time, the mentee will demonstrate respect and responsibility.
5. Mentee should focus on the relationship, rather than outcomes. Mentor's role is not to provide a job; it is to share valuable experience with the mentee.
6. Mentee should ask direct questions about what he/she most want to know and shouldn't be shy about asking. Mentee is responsible for ensuring, the conversation meets, his/her needs.



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