



विद्या प्रबोधिनी संस्था

PRABODHAN EDUCATION SOCIETY'S

VIDYA PRABODHINI COLLEGE

OF COMMERCE, EDUCATION, COMPUTER & MANAGEMENT,
VIDYA NAGAR, ALTO PORVORIM GOA - 403521

INTERNAL QUALITY ASSURANCE CELL

MENTORING POLICY





From the Principal's Desk

Dear Students and Faculty,

Welcome to the Mentorship Program of the College

Today's life is full of challenges and pressures. This pressure is felt in all facets of our life, and college life is no exception. The present day students are under immense pressure to achieve excellence in their academics, build good careers incorporating the necessary knowledge and skills and earn a respectable income. Higher Education turning out to be more challenging and complex in its structure and approach is creating a lot of anxiety and insecurity among college students.

Though parents or guardians are viewed as the primary confidantes to the young adults, the latter's responsibility also rests on teachers who foster and nurture skills required for their personal, academic and career advancement. The college admission process follows a policy of inclusivity that provides equal access and opportunities to students from diverse social, economic, cultural backgrounds. Hence it is even more imperative to have a well-planned and balanced Mentorship Programme chalked out for the students in order to guide them appropriately for their future endeavours. Besides embarking on effective teaching learning activities, the teaching faculty also looks after the overall wellbeing of the students so as to ensure the best possible environment for the young adults. This task of developing a healthy bond between the teacher and student is carried out not only by the respective class teachers and the college counsellor but also by the mentors appointed by the college.

The college is committed to provide to its students a guiding hand of a mentor whose learned expertise, knowledge, maturity and experience can bring about a holistic development of the student. The mentoring guidelines intend to elaborate and simplify the entire process and extend the necessary support and commitment to those in need of the same. My teachers are ever willing to share their time, knowledge, skill and expertise to guide the student community and I am sure that this relationship of the students with the mentor will grow in to a healthy, close and supportive one over a period of time.

Best Wishes,



Dr. Bhushan Bhawe
Principal

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GUIDELINES FOR MENTORS AND MENTEES

A mentor is someone who allows you to see the hope inside yourself

(Oprah Winfrey, Philanthropist, Entrepreneur)

INTRODUCTION

Mentoring is a process that facilitates the realization of one's full potential in terms of goal setting, skill development and developing right attitude towards life in general. In a mentoring programme a more mature, knowledgeable, highly experienced and responsible person (a mentor) takes the responsibility of making the other individual (a mentee) develop academic interest and potential.

Mentors dedicate a considerable amount of their time to ensure that students realise their potential in order to achieve their academic and personal goals. Under the mentoring programme each mentor is assigned a fixed number of students. Besides guiding the students with their academic endeavours the mentor also guides them in other related areas of their growth and development.

Keeping this in mind, the Internal Quality Assurance Cell (IQAC) has developed a well-established Mentorship Program in the college, comprising of a committee headed by a convenor and two members. One faculty is assigned as a mentor to a group of about 25-27 students. Meetings are held with the mentors by the members of the Mentoring Committee in order to direct, brief, and advice and monitor the faculty with the process of mentoring students. Feedback is also sought regarding the same from the mentors at regular intervals. The Mentoring Committee ensures that the mentors perform their allotted duties towards their mentees and that a final report is submitted to the Convenor of the Mentoring Committee. On the basis of the feedback, IQAC would have to plan and organise seminars and talks that are appropriate and beneficial for the students.



AIMS OF MENTORSHIP PROGRAM:

- Establish a strong and healthy rapport between the faculty and the student
- Help the student in achieving his/her personal, academic and other related goals. As such specific goals are highlighted and the student is guided to achieve the same
- Provide inputs for the modification of teaching-learning pedagogies
- Identify areas of students' weaknesses and take appropriate steps
- Initiate necessary programmes, workshops, lectures based on students' requirements
- Provide special attention to students who require resources like study material, simplified notes etc.
- Arrange remedial classes for students who require additional help with academics
- Provide academic and personal counselling
- Encourage collaborative learning activities
- Encourage students to join skill development courses like communication skills, soft skills, computer skills etc.
- Take care of advanced learners and their requirements

MENTOR-MENTEE MECHANISM

The Mentorship Program is established in the college in order to assist students to move ahead progressively in their life both academically and personally. The college aims to install a streamlined procedure that can be strategically executed to achieve the required objectives.

- Each mentor will have a fixed number of mentees (around 25-30) assigned to him/her
- The mentee once assigned will continue with the same mentor till the end of the programme of study
- Every year, the new batch of first year students will be added to the list in place of the graduated ones.
- In case of Disabled (PWD) students, special guidance will be given keeping in mind their specific needs



- When necessary, the mentor may call upon the parent/guardian or refer the mentee to the college counsellor
- At times the parents/guardians are contacted in order to keep them updated about the progress of the mentee
- Home visits are made whenever necessary
- Different questioning techniques are to be adopted to seek necessary information from the mentee
- Two group and two face-to-face meetings will be conducted every semester (online/offline)
- Records of mentor-mentee discussions are to be maintained by every mentor

IMPORTANT STAGES DURING THE MENTORSHIP PROGRAM:

1) Rapport Building Stage:

This is the preliminary stage to gain confidence of the mentee. Conversations for ice breaking, broaching family/personal information and sharing their areas of strengths and weaknesses, are to be carried out during this stage. The mentor, during this stage, also shares some information about himself/herself to facilitate a friendly and healthy dialogue.

2) Exploratory Stage:

During this stage the mentor will express his/her genuine interest towards the mentee in order to further coach, support and establish a deeper rapport with the mentee. The mentor at this stage tries to seek more personal information from the student like whether he/she is a first generation, the family's socio economic status etc. Now the mentor would display genuine understanding of the situation. Subsequent to this the mentor lays a road map for future activities and discussions based on the available information.

3) Active listening Stage:

This stage is for active listening of the mentees fears, challenges etc. Mentor will now identify key issues of concern. College milestones and activities are also helped with like ISA, assignment submissions, filling of examination forms etc.

4) Continual Assistance Stage: Sessions continue regularly as planned till the end of the academic year/course.



RESPONSIBILITIES OF A MENTOR

Once the duties are assigned, mentors are given specific responsibilities that they need to be aware of during their interaction with the students.

- Assess mentee's background, knowledge, skill, experience, strengths, weaknesses, hobbies etc.
- Be a guide, friend, life-coach, motivator, advisor and a role model to the student
- Be empathetic, patient, responsible, dignified and respectful in his/her approach
- Maintain confidentiality at all times unless there is a need to contact the mentee's parents/guardian/counsellor
- Be clear with his/her communication
- Instil and develop self-esteem and confidence in the student
- Formulate a road-map to achieve short term and long term goals
- Provide information on possible career options from time to time
- Provide ample moral support
- Maintain professional boundaries
- Deal with the mentee in an ethical and professional manner
- Help students make use of soft skills both in oral and written communication
- Help students develop confidence in public speaking
- Communicate through positive reinforcement and suitable motivational techniques
- Help develop self-directed learning by discovering hidden potential
- Discuss academic goals and performance of the student from time to time
- Develop gradual transformation of their academic and personal life and finally their overall development
- Assist them to solve their concerns with appropriate support and referral systems
- Encourage the mentee to develop interest in academics and other extracurricular activities
- Update them on various scholarships, job opportunities etc.
- Motivate them to join online certificate courses like MOOC
- Help them work on their SWOT analysis



- In case of any higher level action or intervention intimate the HOD
- Promote leadership qualities
- Inform parents on issues like continuous absenteeism or other behavioural changes
- Make home visits whenever required
- Suggest the intervention of other committees like Career Guidance Cell, Women's Cell, Discipline Committee, if required
- Identify mentees who require financial assistance
- Submit a record of the activities to the Incharge of the committee by the end of the year

At the end of the academic year the mentor has to submit a confidential report highlighting the important findings of each mentee. The report identifies learning abilities of the mentees and suggests necessary action programme to the IQAC such as organising of skill development programmes, career guidance counselling sessions from various professionals, preparing for various entrance examinations etc.

DUTIES OF A MENTEE

The Mentorship Program is considered to be successful based on the responsibilities, and positive response of the mentee towards the program. Hence the mentee has to perform the following activities.

- Attend meetings regularly
- Be respectful towards the mentor
- Speak clearly
- Be transparent in his/her communication
- Know his/her personal limits
- Share information as required with the mentor
- Share career plans and other related needs with the mentor
- Focus and follow the guidance or advice given by the mentor
- Enhance academic performance by adhering to the advice and suggestions given by the mentor.

