

### **Mentoring Policy**

Mentorship is of paramount importance in our times, fraught as it is with a plethora of stress, tension and pressure especially for the impressionable youth. The college firmly believes the faculty-student relationship is fundamental in laying a strong foundation for the smooth and efficient functioning of all key activities. Mentoring of students has been a strong feature of this college right from 2011. The prime objective is to let the student feel that they have a trusted advisor in their Mentor, who, though not a substitute parent, is ready to empathize with them and understand their life's circumstances, care and concern, help them discover what they can be and even serve as a career guide.

A Mentor at Naipunnya College tries their best to help their mentees develop self-awareness, values and a definite purpose in life, which will give them improved decision-making skills. The Mentor-Mentee bond, formed in our college, is a lifelong relationship, mutually beneficial, making them understand that a teacher is certainly a confidant and guide forever.

The mentor identify students who require more attention or counseling during mentoring sessions and they are referred to the counsellor for counselling. We extend our counselling services of NIMIT in the name called Pratidhi, Naipunnya center for happiness and well being. It focuses on the mental health and well being of the students and their parents. A team of qualified professional counsellors, including clinical psychologists are regularly visiting our college and providing counselling services for the students.

### **Objectives of the arrangement**

- To establish a sense of confidence in the Mentees and to understand their individual needs and personal circumstances with empathy.
- To give them a sense of security and comfort during difficult times.
- To guide them in times of crucial academic transitions and help them take the best decisions for themselves.
- To guide them to the various resources available within the institution and other organisations.

## Guidelines

- Students are allotted to the faculty on a ratio calculated at the beginning of the year and Tutors are assigned the role of Mentors. This ratio is decided on the basis of the strength of the students and faculty in each department. Currently, the Mentor-Mentee Ratio is 1:19.
- The Mentors should meet their Mentees at least once in a semester.
- Mentors are assigned to monitor and guide students all through their academic pursuit in the institution.
- Mentors coordinate with the parents regarding the progress of the students if needed.
- Mentors are responsible for maintaining a record of mentoring reports, which can be downloaded from the software, and must obtain the mentee's signature on these reports after each semester. It should be securely filed in a separate file by the mentor for the purpose of accountability and accessibility.
- The Mentors should enter all the details in the Mentor mate software. After the first session, the modification can be done by the mentors by clicking the 'Get Latest' button.
- The Mentors should follow their Mentees and their academic and non-academic activities closely and give them timely advice, suggestions and direct them to the best possible course of action.
- Confidentiality of the records should always be maintained, and the mentors should not discuss the problems discussed by the Mentees with their colleagues and discretion must be upheld at all times. Conscious effort should be taken by the Mentor to maintain the confidentiality and the trust between Mentor and Mentees.
- There should be a student welfare coordinator in each department, ensuring proper support for the mentees.
- The mentees have the option to change mentors if they are not satisfied with their mentoring program. Offering this flexibility can be beneficial in ensuring that the mentees receive the support they need to thrive. They should inform the department student welfare coordinator to handle the changes. Transparent communication is key for a successful mentoring process.
- The circular containing the list of mentors for the year, and the policy should be posted on the notice board.
- Mentors' mentoring hours are scheduled from 3.15 pm to 4.00 pm.

**The student welfare Officer**

- The student welfare officer should allot mentors at beginning of the programme.
- Mentoring report should be verified by the student welfare coordinator at the end of each academic year.
- The student welfare officer should meet the student welfare coordinators in every semester.
- Maintain minutes book to record the meeting with the student welfare coordinator.

**The student welfare coordinator (department level)**

- Meets all mentors at least once a semester to review the proper implementation of the system.
- Assign a new mentor if any faculty discontinue their service.

The following are the welfare coordinators:

- Ms.Rinku Kunjachan (PG Department of Commerce)
- Mr.Deny.P.Francis (PG Department of Computer Science )
- Dr.Purnima.S.Kumar ( PG Department of English)
- Ms.Reni.V.Kalayil (PG Department of Social Work)
- Ms.Akhila Thomas (Department of Hotel Management)

Prepared by:



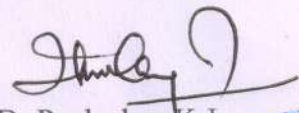
Ms.Reni.V.Kalayil  
Student welfare Officer

Verified by:



Dr.Joy Joseph Puthussery  
Dean of Studies

Approved by:



Fr.Dr.Paulachan.K.J  
Principal

