

MENTOR MENTEE POLICY DOCUMENT



St. Xavier's College, Burdwan

A Jesuit Institution

(Affiliated to the University of Burdwan)

MENTOR – MENTEE POLICY

MEANING OF MENTORING

Mentoring is a strategy to provide students with emotional and instrumental support needed to achieve learning goals.

Mentoring serves different purposes, especially based on the individual's age and need. For example, most mentoring for middle and high school students focuses on developing knowledge. Competencies and confidence needed to successfully undertake their responsibilities. Mentoring thus involves the provision of social, emotional and career oriented support in a safe setting that results in positive academic guidance and concrete help to a student to provide them with positive academic and personal outcomes.

OBJECTIVES OF MENTORING POLICY

Mentoring student in St. Xavier's College, Burdwan, is defined as a one- to – one relationship between a student and the mentor that occurs over a prolonged period of time. The mentor provides consistent support, guidance and concrete help to student to provide them with positive role model.

Some students involved in the mentoring program may be going through a difficult and/or challenging situation, a period of life in which they need extra support, or they may simply need to have another significant adult present in their life.

The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop their full academic and personal potential. St. Xavier's College, Burdwan will ensure that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

The purpose of this program is to identify intervening mechanisms to improve the performance of weak students. In this context few objectives come across to achieve desired results.

- i)** To generate interest in academics and other institutional activities among 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 courses such as bridge courses, skill course etc.

Quality mentoring enhances student's chances of success to a very great extent and hence the role of a Mentor can never be undermined.

Informal Mentoring:

This refers to the organic and natural supportive relationships that are forged by students with more experienced individuals. This in a college setup would come to mean teachers and other members of the administration. General guidance could entail helping the mentee developing a general sense of a well being or forming meaningful connections. Informal Mentoring is common and may be short term or long term. In both cases they have been known to be beneficial to the mentee.

Formal Mentoring:

This is a structured approach where mentoring activities are planned at regular intervals. These include mentoring sessions as well as the mentor working with his group of mentees.

Some of the important features of mentoring followed at St. Xavier's College, Burdwan are:-

- Providing feedback.
- Being a positive role model to the mentee.
- Genuine concern for the well being of the mentee.
- Being accessible and making regular interactions.
- Celebrating major and minor achievements of mentees.
- Help foster a sense of belonging both to the college as well as the department.
- Sharing personal stories which may help the mentee learn valuable lessons.

Academic Mentoring:-

This involves keeping a close watch over the academic progress of the mentee in regard to internal assessment and semester exam results. Mentees showing progress are appreciated and encouraged to keep it up. They are made aware of their good study habits. Mentees slipping in their studies are asked to identify their faulty study patterns of distractions. They then are encouraged to keep it up. They are made aware of their good study habits. They are encouraged to replace those faulty academic practices with positive ones.

Mentees are encouraged to maintain study time tables and progress according to these study time tables are evaluated.

Tips and techniques for more effective learning is discussed by the mentors e.g.:-

- a) High intensity studying with no multitasking finds students accomplish more in less time making studying more effective.
- b) Spacing out study sessions where the mentee is advised to focus on a topic for a short span of time on different days.

- c) Encouraging Mentees to make questions for them as they learn new concepts.
- d) Taking complete notes and reviewing it.

Personal Mentoring:

This involves keeping track of the overall development and growth of the mentee. Mentee showing signs of not being their usual selves is looked into by the mentor. Their personal as well as peer related problems are addressed. Short discussions on developing positive attitude, healthy mind set. Mentors encourage Mentees to express their feelings, thoughts and ideas on the topics and issues at hand.

CONFIDENTIALITY AND THE ROLE OF THE MENTOR:

All information shall be considered confidential unless otherwise indicated by the mentee.

RESPONSIBILITIES OF A MENTOR:

- ✓ Maintain Mentor and Mentee booklet.
- ✓ Maintain batch wise students' roll call list.
- ✓ Keep contact details of students & parents.
- ✓ Record of previous semester result.
- ✓ Record of Mentor student meeting (Once in a month).
- ✓ Provide information about student to each teacher whenever required.
- ✓ Student counselling should be done whenever required.
- ✓ Establish consistent communication with parents & help closely monitor the growth of students.
- ✓ Send letters/ e-mails to parent for parents' meet.



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