
MENTORING POLICY

Internal Quality Assurance Cell

Bon Secours College for Women
Thaniavur, Tamilnadu

2020



IQAC has established a well-structured 'Mentoring System' with the process of personalized form of counseling and guidance. The practice is intended to develop a better rapport between the students and the teachers at a personal level. It enables the needs of the students to have a confidante and counsellor in the campus.

■ Mentor

A mentor is a teacher serving both as a friend and a counsellor who supports and inspires a student in his/her academic and personal growth. The mentor directs a student in his /her academic quests, emotional and psychological development, mainly in the transition stage. The mentor also guides his/her wards in how much they should try to achieve and Know-how.

Bon Secours College has a well-defined structure and implemented a Mentoring System as a student support measure, as follows,

- ⊕ Each teacher is the mentor of a group of 20 to 25 students allocated to him/ her by the Head of the Department.
- ⊕ The Mentoring Committee Co-ordinator directs guides and monitors the effective functioning of the system.
- ⊕ The teacher-mentor collects personal information from the ward without underlining sensitive issues or forcing and offers the necessary counseling.
- ⊕ Major issues are brought to the notice of the Head of the Department/Principal.
- ⊕ A documented record of the mentoring process is maintained by the mentor-teacher and the Head of the Department for reference purposes.

Types of Mentoring

- ⊕ Guidance on Profession – regards to professional goals, higher education and selection of domain and career.
- ⊕ Guidance on Career advancement – regards to self-employment opportunities, entrepreneurship development, personality development, soft skills, technical skills, morale, honesty, integrity and SWOT analysis required for career advancement.
- ⊕ Course specific guidance – regards to attendance and performance in the Continuous Internal Assessment examinations and University Examinations, choice of electives, project, internship, fellowships, field work, research and summer training etc. and overall academic performance.
- ⊕ Lab-specific guidance – regards to Do's and Don'ts in the lab. Research related activities and trainings.
- ⊕ Guidance to Academic excellence - regards to enrolment in certificate courses and online courses offered by NPTEL and MOOC, competitive examinations, participation in co-curricular and extracurricular activities.
- ⊕ Guidance to governance - regards to any administrative action called for.

Responsibilities

■ The Mentor

- ⊕ Organizes class-wise meeting of mentees at the beginning of the semester. Individual mentoring sessions are conducted four times in a semester.
- ⊕ Monitors, motivates, counsels and guides the students in all academic matters continuously.
- ⊕ Advises students regarding the above mentioned types of mentoring practices.
- ⊕ Contacts parents/guardians based on situation/demands e.g. academic irregularities, negative behavioural changes and interpersonal relations, deleterious actions etc.
- ⊕ Keeps contact with the students even after their graduation.

- ⊕ Updates and maintains a detail progressive record of the student (format attached).
- ⊕ Maintains a brief but clear record of all discussions with students.

■ **The Head of the Department**

- ⊕ Meets all mentor of his/her department at least once a month to review the proper functioning of the system
- ⊕ Advises and guides a mentor wherever essential.
- ⊕ Initiates administrative action on a student when required.
- ⊕ Keeps the Mentoring Committee Co-ordinator and head of the institute informed.

Functional Committee

The functional committee comprises of Principal as chair person, one senior faculty as Co-ordinator and all Heads of the department. The committee monitors, review and ensure the effectiveness of the system at regular intervals.

■ **Committee:**

Chairman: Dr.Sr.Cathelina, Principal

Co-ordinator: Dr.C.Saffina, Asst. Prof. of Commerce & Head.

IQAC acts as a tool to streamline and monitor the mentoring practice in all the departments. On the basis of feedback from mentors and heads of departments and Co-ordinator, IQAC organises seminars and workshops based on the suggestions/recommendations given by mentors and heads of departments.

Principal



BON SECOURS COLLEGE FOR WOMEN, THANJAVUR

Mentee Mentor Meeting Chart

Date	Item	Brief Notes (Main Points of Discussion)	Suggested Action
		Action Completed:	

One Copy to Mentor File (Agreed Confidential Storage)

Signature of the Coordinator

Signature of the Mentor

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STUDENTS PROFILE
20 - 20



1. Name :
2. Department and Batch :
3. Register Number :
4. Blood Group :
5. Fathers :
 - a. Name :
 - b. Qualification :
6. Mothers :
 - a. Name :
 - b. Qualification :
7. Email id :
8. Mobile Number :
9. First Graduate : Yes / No
10. Physically Challenged : Yes / No
11. Single Child : Yes / No
12. Domicile : Day scholar / Hosteller
13. Diploma / Certificate :
14. Academic Achievements

S.No	Qualification	Name of the School/ College	% of Marks	
1	SSLC			
2	HSC			
3	UG/PG		Sem 1:	
			Arrear Details	
Academic Achievements in School Level :			Sem 2:	
			Arrear Details	
			Sem 3:	
			Arrear Details	
			Sem 4:	
			Arrear Details	
			Sem 5:	
Arrear Details				
			Sem 6:	
			Arrear Details	
			Over all %:	
			Part I:	
			Part II:	
			Part III:	
Peer Tutoring Number :				
Project Title :				
Guide Name :				

15. Co-Curricular Activities

S.No	Date	Event	Title	Prize

16. Extra Curricular Activities

S.No	Date	Event	Title	Prize

17. Part V- Activities

: NSS/ YRC/ AICUF/EXNORA / RRC/ Fine Arts/ Environmental Education/ Sports

18. Leave Details

S.No	Semester	Total No. of Working days	Leave taken	
			No.of days	% of Attendance

19. If Counseling given, Details

:

20. Remarks

:

Signature of the Student

Signature of the Mentor

Signature of the HOD