



# Mentoring

## Objectives of Mentoring in Chowgule College

1. To ensure that students are clear about the Course Structure, Evaluation system, attendance, and credits.
2. Provide a safety net for students who may be facing problems – both academic and personal
  - a. Academic – attendance, performance in the CAs, teaching-learning process etc.
  - b. For personal problems inform them about Counsellors in college
3. Ensure that students are completing their required number of credits

## Expected Outcome of Mentoring

1. Students will be clear about various systems in college – examination, non-evaluative credits, etc.
2. Students will have a sense of belongingness by knowing that the mentor/counselor is willing to listen to problems and a vent for their emotions
3. Students will complete their credits within three years

## Process of Mentoring:

1. Total number of students in a department to be divided among all, faculty in the department.  
(Division of double major students to be done across departments)
2. Hold mentor-mentee meet weekly
3. Mentors need to build rapport over the first couple of meetings in the very first semester (FY)
4. Mentors should convey the objectives of mentoring to the mentees
5. Inquire about problems/difficulties faced if any
6. Ensure that correct information is provided with respect to the functioning of the college
7. Direct personal problems to counselors
8. Inquire about completion of credits, attendance, targets set, failure to achieve targets, ways to reach the targets, etc.

## Schedule for the first semester

Week	Activity
1	Rapport building; introducing the objectives of mentoring
2	Provide information about Course Structure, Evaluation system, attendance, and credits –evaluative.
3	Guide students on effective study habits and time management
4	Discuss student’s aspirations Explain the importance of target setting and help students set targets.
5	Provide information about various committees in college that are relevant to the students. Inform about counselors on campus
6	Inquire about their performance in the CAs and help them identify their shortcomings (study habits, time management etc)
7	Check if students have been working as per plan devised in the previous week
8	Inquire about students’ involvement in activities of the department/college
9	Check if students are facing any academics related problem
10	Discuss community outreach needs and activities that students can involve themselves in
11	Clarify doubts if any and address problem areas if any
12	Discuss cultural differences and change in perspective as a result of interaction with peer group; peer influences
13	Discuss if students were able to address any need of the society identified earlier
14	Ensure that students are completing their required number of credits – check if students have answered all evaluations outlined by specific courses.
15	Students’ feedback (form)

Mentors need to maintain record of the meeting and submit the same on monthly basis to the mentoring committee with respect to:

1. Date of the meeting
2. Evidence – attendance sheet / picture (screen shot) of the online meet
3. Number of students who attended
4. Agenda
5. Issues discussed
6. AOB

### **Schedule for subsequent semesters (II – VI) (Once a month)**

Meeting	Activity
1	Welcome after the break – inquire about time spent during the break, completion of internship etc Check performance in previous semester; help set targets for the new semester; Check if students are facing any academics related problem
2	Discuss community outreach needs and activities that students can involve themselves in
3	Discuss career options with students
4	Ensure that students are completing their required number of credits – check if students have answered all evaluations outlined by specific courses. Students’ feedback (form)

#### **Rapport building:**

Inquire about their name, the program that they have enrolled for, where they live, how they travel, and their interests

Share information about yourself – the department that you belong to, your timings for them to meet you if needed.

#### **Importance of mentor-mentee meets**

Meeting with mentors is important for building rapport so that when the mentees have a problem/difficulty/doubt they feel comfortable enough to approach the mentor.

#### **Doubts/difficulties**

Make a note of the difficulties that they may be facing on campus

If they have any doubts, make a note of the same.

If you are unable to clarify their doubts, please inquire with the concerned authorities (or send a mail for clarification at [mentoring@chowgules.a.c.in](mailto:mentoring@chowgules.a.c.in) ).Email the same to the mentees within a week.

### **Target setting**

Targets are set based on past performance and expected difficulty of the course.

Targets are set so that students are motivated to work toward achieving the goal.

Targets help them analyze later whether their effort were in the right direction

Targets should not be lower than past performance neither too high to achieve.

### **Performance in the CAs**

Check if they have answered all the CAs and how they have scored

Check if they faced any difficulty with respect to the same.

Help them identify their weaknesses (related to studies) and ways to overcome the same.

### **Attendance policy**

Share about the attendance policy of the college

Minimum 50% in individual courses and consolidated 75% to be able to answer any of the semester end examination

However, in the current pandemic situation, no students will be detained on the basis of attendance unless otherwise announced by the College.

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