

Ref No.

Date:

## SHILLONG COLLEGE MENTORING POLICY

### Introduction:

No two individuals are exactly alike. Children differ from one another in physical form, mental and emotional capacities and capabilities. In the twenty-first century in the technology driven world with minimum human contact the nature of teaching-learning has changed. Students needs and aspirations have changed and so has the teachers' roles and responsibilities. Today, teachers need to be entrusted with the additional task of Mentoring in order to ensure physical and mental well-being of the students to ensure growth to potential. With psychosomatic illnesses reaching dangerous proportions afflicting many, Mentoring has become most crucial to steer the nation's precious human resources to safety. This can be done through academic, personal and emotional support they need to help them achieve their goals. Mentoring enables students to face crisis situations by boosting their confidence and developing personality all the while helping them celebrate difference and uniqueness of each.

### Objectives:

The **aims and objectives** of Mentoring Policy are listed below:

1. Create an environment in and around the college campus- one that is conducive to growth and wellness.
2. Help develop close bond between teachers and students.
3. Enable students make productive use of their leisure time.
4. Support academic and personal growth of students.
5. Motivate students to develop interest in academics.
6. Help students identify and work on Projects of their inclination, ability and interest.
7. Identify weak/slow learners and guide them.
8. Help students improve their soft skills, inculcate good habits, while also imbibing the social and ethical values.
9. Ignite creative spark and spirit of exploration.
10. Encourage students to participate in co-curricular activities.

11. Provide students with career and non-academic counseling while providing information on different Courses after completion of Under Graduate programmes.
12. Creating a platform where Mentees can meet their Mentors.

### **Role of Mentors:**

1. Each faculty member is assigned the role of Mentor.
2. All Mentors shall maintain Mentee's Data.
3. The Mentor shall maintain Record of **Mentor-Mentee Mentoring Sessions/ Hours/ Discussions.**
4. Throughout the Semester Mentors will be assigned the same Mentees.
5. Mentor-Mentee **Whatsapp Group** to be created for effective communication.
6. Mentor shall inform the HoD in case of noticed behavioural change in the Mentee.
7. Mentors are expected be encouraging and inspiring.
8. Ensure that the Mentee cooperate among themselves.
9. Mentors are to make themselves available to the Mentee.
10. Act as a guide and a friend.
11. Meet the Mentees on a regular basis.
12. Counsel and guide the Mentee with love and care.
13. Keeping the Mentoring Committee informed and updated is **ESSENTIAL.**

### **Role of Heads of Departments:**

1. Brief the role of the faculty as Mentor in the Departmental Meeting at the beginning of the Semester.
2. Prepare a **Mentor-Mentee List** and inform the same to the students by placing the List on the respective Department's Notice Board. It is essential that the Mentees know their Mentors.
3. Discuss the issues of Mentees with Mentors.
4. Departmental library books for reference to needy Mentees.
5. Inform the parents in case of behavioural change of the Mentee.
6. Keep the Mentoring Committee informed and updated.
7. Send the Mentoring document to the Mentoring Committee at the end of every Semester.

**List of Documents to be maintained by the Mentors:**

1. Mentor-Mentee List duly signed by the HoD
2. Mentee Record.
3. Parent's contact details.
4. Mentee's Academic Record.
5. Mentoring Record.

**MENTEE'S RECORD DETAIL**

1. Name:
2. Class:
3. Address:
4. Phone Number:
5. E-mail:
6. Name of previous Institution:
7. Previous Course completed:
8. Class/Division and percentage of marks obtained:
9. Hobbies/Sports participated:
10. Father's Name:
11. Phone Number:
12. Mother's Name:
13. Phone Number:
14. Local Guardian's Name:
15. Phone Number:
16. Address





*Assessed and Re-Accredited in 2023 by NAAC as Grade A<sup>+</sup> with CGPA of 3.33*

### MENTOR'S RECORD DETAIL

1. Name of the Mentor:
2. Department:
3. Record for the Academic Session:
4. List of assigned Mentees:

Sl.No	Name of the Mentee	Phone Number	Signature
1			
2			
3			

  
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