



## MENTORING POLICY

The major purpose of Mentoring is listening, as it is the key to an effective communication. Lack of listening leads to breaks in communication, making the person on the other end frustrated. Effective listening is a skill that underpins all positive human relationships. Moreover in this modern world, people are busy, making individuals all alone and sharing their feelings impossible. So in that sense also listening, the feeling of someone is there to hear me, is precious. As by-products, mentoring includes encouraging, sharing experiences, giving help, advice and guidance to mentees and pointing them to other sources of support or referral.

A well structured 'Three Tier Mentoring System' is following in Deva Matha College Kuravilangad. At the base level, one faculty is allotted as mentor to a group of students (mentees). In our system, mentors perform the following functions.

- Mentors organise meeting of mentees
- Individual mentoring sessions are conducted
- Mentors monitor the academic progress of the mentees
- They give counselling on personal matters of mentees within an agreed range of confidentiality
- They serve as good communicators, excellent and active listeners
- They extend a sympathetic approach to sensitive issues
- They promote the use of e-resources and enrolling for certificate and online courses
- They motivate students to participate in co-curricular and extracurricular activities
- They maintain a brief record of mentor-mentee discussions
- If any administrative or higher level action is required, they intimate the mentoring co-ordinator.





At the middle level, Heads of the Departments play a vital role in the mentoring system. They perform the following functions.

- HoDs meet all the mentors in the beginning of the semester and give them necessary instructions in the first department meeting itself
- They execute an overall assessment of the mentoring sessions conducted and advice mentors whenever the situation demands it
- Inform the parents, on issues like continuous absenteeism in the classes or adverse behavioral changes
- Identify the mentees who require financial assistance with the help of mentors
- Making available text books and other study materials free of cost to the needy mentees

At the top level, IQAC acts as a tool to streamline and monitor the mentoring activity in various departments. On the basis of feedback from mentors, the Mentoring Co-ordinator in consultation with IQAC, offers support of external expert to needy mentees. The college is responsible for providing training, advice and on-going guidance to the mentors.

Any concern regarding mentors from among the students should be informed to the Principal. The Principal should take due measures to solve the issue, by taking suitable steps like adopting correcting measures, entrusting the student with another mentor, etc.

