

DEPARTMENT OF HISTORY

B.H. COLLEGE, HOWLY, NEW STUDENT MENTORING POLICY 2023

Mentoring and Guiding students are an integral part of our education system which aims at giving a right direction and support to the mentees. In the college, mentors are essential since the students' chances of succeeding are significantly increased by high-quality mentoring.

A mentor is someone who shows a special interest in helping another person succeed professionally. In order to assist students succeed in graduate school and beyond, mentoring provides opportunities for professional networking and individualised support. Whether a student enters college with a specific career path in mind or is actively researching all of their options, mentors can help them find and develop their interests and deepest passions.

Mentors are student-centric teachers and friends who support young adult learners during their difficult and transitional seasons. It is founded on esteem and mutual trust. It was created in order to provide inclusive environments for learning and growth as well as to acquire a comprehensive assessment of the learners' performance. By interpersonal involvement, mentors use their advice, experience, and knowledge to further their mentees' professional and personal goals.

1. OBJECTIVES OF MENTORING POLICY

To help first-year undergraduate students adjust to college life in a comfortable way by helping them comprehend the college's culture, opportunities, and challenges.

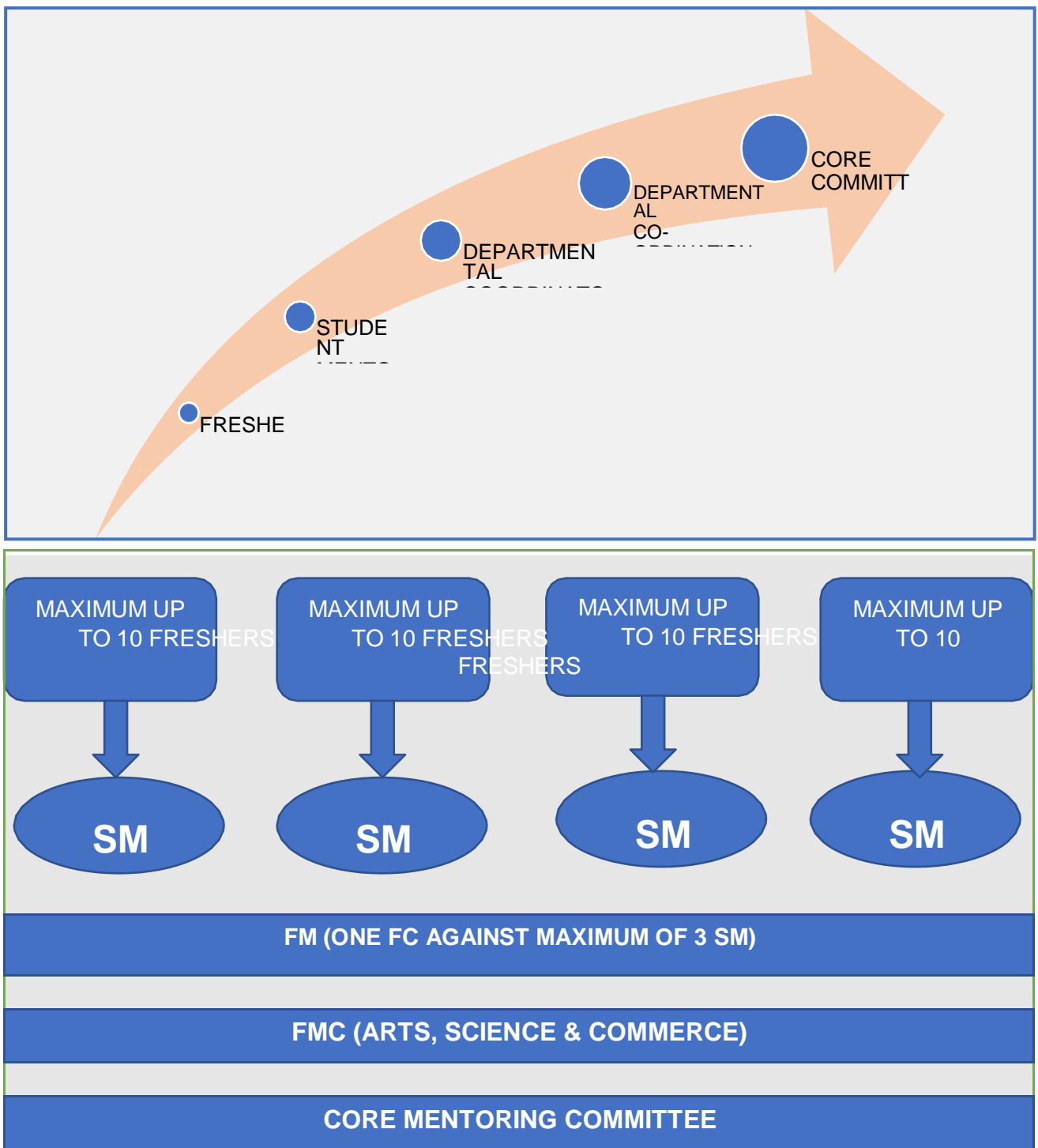
Improving teacher-student communication/relation outside classroom
Keeping a database of student performance, attendance information, and dropouts.

Encouraging personal and professional growth of the students

. Monitoring psychological growth and progress.

Finding exceptional abilities, skills, and slow learners and sharing this knowledge with the appropriate committees.

2. COMPOSITION OF THE MENTORING BODY



➤ **STUDENT MENTOR (SM)**

Student Mentors are to be selected from the third year of BA, B. Sc. And B. Com programmes in order to play a proactive role and fulfilling the mission objectives. SMs are to be selected by the FC considering the following:

- Good Academic Record (may not be a topper)
- Acceptable, approachable, humble, empathetic, and with leadership qualities.
- Without intemperate habits, clean, well dressed, and well mannered.
- A motivator

**Mentors shall be selected by Faculty Coordinators and finally approved by Faculty Coordinating Committee.

➤ **FACULTY MENTOR (FM)**

FMs are to be selected from respective departments. Every department will prepare a list of FC at the beginning of the academic session and will submit the same to the Core Mentoring Committee.

➤ **FACULTY MENTORING COMMITTEE**

FMC constitutes of all the SM and FM. The committee meeting will hold at least once in a month. The committee will resolve discrepancy arises (if any) during the course of mentoring and will report the same to the Core Mentoring Committee. FMC is to be leaded by a convener to be selected from the senior faculty members.

➤ **CORE MENTORING COMMITTEE**

CMC is the highest authority of Mentoring Mechanism. CMC will collect feed back about the mentors from the mentees and will iniotiate necessary follow-up.

3. ROLE OF STUDENT MENTORS (SM):

- Collection of baseline information within a week as per prescribed format.

- SM shall perform their duty as persuasive but will not coerce mentees.
- SM should ensure that Seniors should connect with mentees in a friendly manner, and no senior should introduce a fresher without the Faculty Coordinator's authorization.
- SM and Mentee should be from the same department.
- The SM must act on any complaint of misbehavior by a senior. The institute has strict policies against ragging of any form.
- Mentors should immediately inform the FM regarding any potentially serious case related to their mentees or any other student (if they come to know of it).
- Mentors are expected to play their role as responsible seniors using their own discretion.
- The entire structuring of the mentors will be done department-wise.

4. ROLE OF FACULTY CO-ORDINATOR (FC)

- Provide necessary guideline and training to the SMs.
- Reporting the serious issues to the FCC (if any).
- Provide Personal counselling to the mentees as and when necessary.
- Faculty Mentor shall meet respective batches at least twice in a year.
- FM shall certainly meet students of their batches in the first meeting and discuss general matters and make them at ease.
- Subsequently, they shall meet students after the 1st and 2nd semester examinations and discuss their performance and comfort level.
- The responsibility of each mentor extends to the entire three years for the batch.

5. CHECK LIST FOR SM

Following assignment are to be completed by the SM within the time frame:

❖ Within a Week

- Name, contact number, email, and residential address.

- Whether he/she is at ease in interacting with others? Is he/she too reserved?
- If he/she faces any Language problems.
- If he/she suffers from any medical issues.
- If he/she hails from a remote village/town/metropolis.
- Whether he/she is enthusiastic for academics.
- His/her hobbies?
- **Within a Month**
- Whether he/she is able to cope up with the academics or has he/she given up?
- Whether he/she is comfortable with class mate/hostel mate?
- Attendance (rough estimate).
- How well he/she has settled in (to the institute)?
- Name of two closest friends and their contact number
- An information sheet should be mailed to Faculty Coordinator at the end of every month.

6. CHECK LIST FOR FC

- ✚ Identify strengths and weaknesses in all fields of the student mentees by using SWOT analysis.
- ✚ Identify hobbies and fields of their interests.
- ✚ Guide and motivate to improve their results.
- ✚ Knowing their academic and psychological needs and guiding them accordingly
- ✚ Conducting regular counselling sessions for building discipline.

- ✚ Encouragement and Orientation provided in developing enthusiasm to participate in multi-skilled activities such as curricular, co-curricular and extra-curricular
- ✚ Collect feedback to strengthen the feedback system and achieve desired results on different aspects.
- ✚ Taking feedback at the end on this Student Mentor system.

After discussion in different stockholders table like Academic Committee, Teaching Learning and Evaluation Cell, etc , this document is accepted on -----in an IQAC meeting of B.H. College.

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Drafted by: IQAC