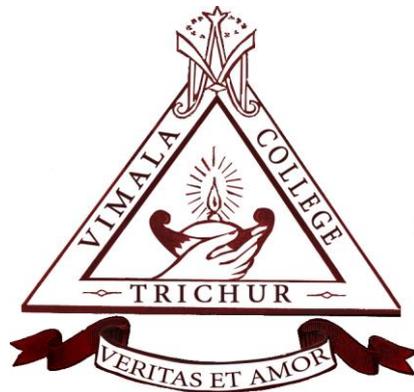


# **Vimala College (Autonomous)**

## **Thrissur**



## **Policy on Student Mentoring System**



**VIMALA COLLEGE (AUTONOMOUS), THRISSUR**  
**KERALA 680009**

<b>Policy No.</b>	VC/ Policy/ 03				
<b>Policy Name:</b>	Policy on Student Mentoring System (Quality Education in a Caring Environment)				
<b>Drafted by</b>	Internal Quality Assurance Cell (IQAC) in consultation with respective Working Committee	<b>Adopted:</b>	2018-19	<b>Revised:</b>	2020-21
<b>Approved by</b>	Governing Council	<b>Date:</b>	08 April 2021		
<b>Next Revision</b>	2022-23				



  
**PRINCIPAL IN-CHARGE,**  
**VIMALA COLLEGE**  
**(AUTONOMOUS)**  
**THRISSUR - 680 009**

## Preamble

Vimala College is committed towards delivering need-based support services to students with an aim of keeping them motivated and equipped to pursue both academic and personal goals. There is an efficient and well-structured mentoring system in the Institution which assures that every student receives necessary support and guidance. The mentoring policy ensures that all students of Vimala College can access assistance through a personal and professional mentor-mentee relationship. The mentor is a faculty member who meets the mentee on a regular basis and provides support and guidance to identify and enhance the strengths of the mentee, enabling her to manage academic and personal challenges.

The underpinning principles of this Mentoring Policy are:

- An environment of care and personal attention will be ensured, helping students perform to their full potential while at Vimala College .
- Develop a stimulating environment based on students' strengths, promote their creativity and acknowledge and appreciate their endeavours.
- Promote diversity and assuring equality of opportunities.
- Facilitate additional support to all students who are vulnerable and at the risk of dropping out.
- Demonstrate mutual respect, dignity, and compassion in the mentor-mentee relationship.
- Participate in continuous training to enhance their capability as mentors.
- Understand the duty of the mentors to assist and guide students to achieve their aspirations, ensuring that their experience at Vimala College is a positive one that further offers them progression and employment opportunities.



- Partnership with teachers, parents/guardians and students is central to the success of the mentoring process.

SCOPE: This policy applies to all mentors and mentees who are members of the institution.

### Operational Guidelines

- Each student is to be allocated a faculty member as her mentor.
- A mentor will provide support to a maximum of 20 students.
- Mentoring includes one-to-one or small group interaction with students to achieve planned outcomes. It includes activities such as tutoring or coaching.
- The mentors should make earnest efforts to understand their mentees, help them settle well in the new environment and provide adequate support during this phase of transition.
- The mentor should be aware of the social/family background of the mentee and elicit information from students in a respectful and dignified manner (home visits, parents' meeting etc. to be organized if necessary, with the consent of the students).
- The mentor should identify the strengths of the mentees and inspire them to pursue every opportunity to utilize their potential and fulfil their aspirations.
- The mentor should encourage the students to overcome their inhibitions, identify and help with areas where the mentee needs improvement.
- The mentor will act as a guide, coach and role model for the mentee.
- The mentor should interact periodically with the student and their family to review the experience gained and set objectives for the next phase.



- The mentor will play a critical role in the mentees' internship and placements
- All mentors should keep a confidential data sheet about their students which records a report of the mentoring done
- All mentors should maintain data regarding students' progression and placement
- Mentors should attend all training programmes related to mentoring and quality teaching arranged/recommended by the institution
- The mentoring system should be monitored by a committee consisting of the Principal, Academic/Student Welfare Deans and the IQAC

### **Virtual Extended Mentoring Portal**

The institution also provides an extended mentoring portal through the website of the College. This portal gives students an access to a directory of support services offered by other teachers in the campus. Through this portal the students can access a directory of specific teachers who are willing to support students, along with their areas of expertise. For example, if students require assistance with regard to internship or career opportunities or higher studies/competitive examinations there are teachers who can provide specialized service to them. Any student of the College who wishes to utilize this service, may fill-up the Google Form against the name of the teacher and the student will be contacted by the teacher within 24 hours. The platform has been constituted with strict adherence to best practices, safety, and data privacy. The information shared through this portal shall not be accessed by any person other than the teacher mentor that the student has chosen. The virtual Extended Mentoring Portal (also referred to as EMP) is a safe and monitored mentoring platform for mentors and mentees.



  
PRINCIPAL IN-CHARGE,  
VIMALA COLLEGE  
(AUTONOMOUS)  
THIRISSUR-680 009