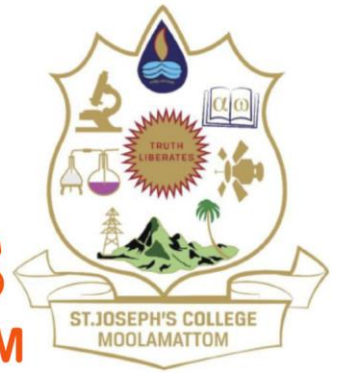


ST. JOSEPH'S
COLLEGE, MOOLAMATTOM
ARAKULAM P.O- 685591, IDUKKI, KERALA



1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Mentoring Policy





Internal Quality Assurance Cell

St. Joseph's College, Moolamattom

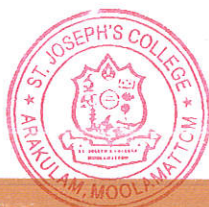
POLICY DOCUMENT FOR STUDENT MENTORING


Preamble

Mentors are assigned based on the student-teacher ratio in a department and conduct personal mentoring, ensuring at least two sessions per semester. They document the mentee's record, identify issues, offer suggestions, follow up, and assign tasks. Mentors must maintain confidentiality, conduct mentoring outside of class hours, and submit a consolidated report to the principal at the end of the academic year. Additional supporting documents may be filed.

POLICY DOCUMENT FOR STUDENT MENTORING

- The mentor should conduct personal mentoring periodically as per the requirement of each mentee (a minimum of 2 sessions per mentee in a semester).
- The mentor should collect and document the mentee record (Format attached).
- The mentor should maintain and update the progressive mentoring record of mentee (Format attached)
- The mentor, mentee, corresponding HOD, and principal should sign in the respective column of the mentoring record of the mentee.
- All the above documents must be properly documented in the mentoring file of the mentor and placed in the mentor's department.
- Any additional supporting documents may also be filed.
- A mentor should make an effort to enhance professional and personal growth of mentees, by identifying the issues faced by mentees, giving suggestions, follow up and assign various tasks.
- During the PTA meeting, the mentor should personally meet the parents of the mentees and share their progress.
- The mentor should periodically submit the consolidated mentoring record to the HOD.
- The mentor is to maintain the confidentiality of the mentoring sessions.
- The mentoring should be done outside of class hours.
- The mentor should submit a consolidated mentoring report (both in soft copy and hard copy) at the end of the academic year to the principal




Principal
St. Joseph's College
Moolamattom, Arakulam - 685 591