



Policy Document for Student Mentoring

• *Preamble*

In our commitment to fostering a nurturing and supportive educational environment, St. Joseph's College recognize the pivotal role that mentoring plays in the growth and development of our college community. This policy is established to outline the principles, guidelines, and objectives of mentoring in our college, which is designed to empower our students, faculty, and staff through meaningful mentorship relationships.

• *Objectives*

- To provide academic mentoring that supports students in achieving their educational goals
- To guide students in exploring career options, setting career goals, and developing the skills
- To create a sense of belonging and inclusion for all students by connecting them with mentors

• *Policy Statements*

- Each mentor is assigned based on the student: teacher ratio of concerned Department
- The mentor should conduct personal mentoring periodically or as per the requirement of each mentee (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 mentoring record of 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.
- Mentor should take an effort to enhance the professional and personal growth of mentees, by identifying the issues faced by mentees, giving suggestions, follow up and assigning various tasks



- During the time of PTA meeting, 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 confidentiality of the mentoring sessions.
- The mentoring should be done outside the class hours.
- The mentor should submit a consolidated mentoring report (both soft copy and hard copy) at the end of the academic year to Principal.

Time of implantation of this policy is from 01 June, 2019

- ***Review Mechanism***

This Mentoring Policy is evaluated annually to verify its efficacy and applicability. The opinions mentors and HoDs are taken into account while revising the policy.

Authorized Signatory

[Handwritten Signature]

Principal

St. Joseph's College, Moolamattom

