VIVEKANAND COLLEGE, KOLHAPUR (AUTONOMOUS)

MENTORING POLICY-

(PROCEDURE & ACTIVITIES)

By

MENTORING COMMITTEE

MENTORING POLICY & PROCEDURE

Introduction:

Indian education system is influenced by various aspects such as social class, tribe, religion, caste minorities, rural-urban differences, sexual stratification and linguistics differences which influences on the education & learning environment. If we think on the stock of historical development of Indian Higher Education which largely the colonial framework of higher education. But In post independent India UGC, HRDC, NAAC, NBA, NCERT and AICET are some autonomous institutions in higher education, which set the policy for the various academic, administrative, economic, social concerns & Global perspectives in higher education. NAAC suggest to run HEIs some schemes like Remedial Teaching, Advance Learning and Mentoring which make them students able to improve their academic performance.

Vivekanad College, Kolhapur strives hard to imbibe the valuesof knowledge, its application and refined culture. Education is a continuous process. Considering the changes taking place in education field in the 21st C; it is needed that students be given or provided with opportunities to develop their talents and job-oriented skills. In order to improve the performance of academically backward students and make the already competent students more efficient and productive, our college practices "Slow and Advanced Learning Scheme".

Need of Students' Mentoring-

Since period of time education is a concept created by humans for the development of society. Human society is an element of the whole of nature. We see the change in nature in natural way, Evolution has proved this point. As human society is dynamic, the needs of this society change from time to time. To meet these changes, we have to inculcate the changes in socio, economic, religious, cultural and educational aspects. Education is considered to be the most important and dynamic tool. Therefore, education has to take a step forward in these changes by thinking about the future of society. But this education should be interdisciplinary and multidisciplinary in nature then only the holistic development of pupil took place and these skills will give them livelihood opportunities.

School is a replica of our society. Good citizens are needed to build a better society, which accomplishes the school. That is why the future of the country is said to shaping in school rooms. If we glance on socio-economically developed countries, their

education system is linked to the development of the country. Schools work to create a better generation. Education has the power to change and shape the future of the country. Student is the soul of education system. To develop students' overall attributes and personality development teacher should pay personal attention. For this purpose, NAAC & UGC suggested many effective schemes for the improvement of students such as Remedial Teaching, Advance Learning and Mentoring for HEI.

❖ OBJECTIVES OF STUDENT MENTORING POLICY

The objective of this Student Mentoring Scheme is to identify fundamental mechanisms that will

1) Provide students with career counseling.
2) Provide students with information on various skill courses, bridge courses and value added coerces etc. for their academic prosperity.
3) Focus and motivate students to achieve learning goals and thereby improve their academic performance.
4) Generate curiosity and interest in academics and other institutional activities amongst the students.
5) Guide, encourage, and advice the students about their student life, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.

Nature of Mentoring:

The students getting admitted to the college belong to various social, economic, religious and political backgrounds. These factors alongwith familiar environment affect the individual students. The discipline and administration of college is also indirectly affected by them. Some students need counselling and guidance to enter the mainstream education. However, not all students need mentoring. Vivekanand College caters to more than 4000 students' educational needs. Of them, we select 400-500 students for mentoring after collecting a feedback from them and then design an action plan.

Student mentoring system helps for grooming of students and assesses their academic strengths and orients them to choose appropriate academic careers. This system also helps students to adapt to new environment especially for students coming from rural and hilly areas.

Every college should forefront in mentoring students and imparting to them required knowledge and guidance. A proper and effective mentoring of students will definitely achieve the learning outcomes. Mentoring provides students with

information on various skill courses, bridge courses and value added coerces etc. for their academic prosperity.

Role of Teacher in Mentoring –

Teachers' role in mentoring is to Focus and motivate students to achieve learning goals and thereby improve their academic performance. Further teacher should generate curiosity and interest in academics and other institutional activities amongst the students. Teacher should guide, encourage, and advice the students about their life, mental and emotional well-being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.

A mentor should wear multiple hats. For effective mentoring, the mentor should embrace the ability and willingness to

1. Provide guidance and help to the mentee in navigating through her/his difficulties in student
2. Life and enable them for meaning academic experience.
3. Coach to advise the mentees on how to accomplish their goals
4. Share mistakes, failures and lessons learned.
5. Communicate through active listening. Focus fully on the mentee and show active verbal and non-verbal signs of listening.
6. If any student needs special academic tutoring, the mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a   particular area
7. Maintain strict confidentiality of the information shared by the mentee.

❖ **MENTEE'S ROLES AND RESPONSIBILITIES**

1. Mentee is responsible for initiating contact with the mentor and should be prepared and punctual for the mentoring sessions.
2. Mentee is responsible for establishing the agenda for the conversation. The student   might even email topics to the mentor ahead of time. At the beginning of each   session, the mentee should provide a brief update on progress since the last   conversation.
3. Mentee should share his/her ideas, concerns, and professional goals so that the mentor is able to place the situation in perspective.
4. Mentee should focus on the relationship, rather than outcomes. Mentor's role is not to provide a job; it is to share valuable experience with the mentee.

5. Mentee should ask direct questions about what he/she most wants to know and shouldn't be shy about asking. Mentee is responsible for ensuring that the conversation meets, his/her needs

Mechanism & Procedure of Mentoring:

After considering the local, Psychological & other needs of the students the mentoring committee chalks out different activities to be conducted throughout the academic year. A rough plan is provided to all the HODs who organise departmental initiatives and cater to the needs of mentee.

Students may face difficulties regarding admission, examination, library, laboratories, administration etc. which demands proper guidance (mentoring). Our mentoring committee works at different levels:-

1. Personal Mentoring

2. Group Mentoring

3. Financial Aid- through Institutional scholarships and Student Aid Fund

We mentor our selected students for cultivating leadership skills, personality development, developing job-oriented skills, inculcating moral values, choosing subjects at the time of admission, solving exam lapses, during natural calamities, etc.

(*** Every academic year , pertaining to the availability of resources and circumstances, the mentoring policy is implemented flexibly)

1) **Problem solving by admission committee:**
   The responsibility of mentoring committee starts right from the moment a student is admitted to the first year. Some students need special assistance and attention during continuous internal assessment, daily lectures and practicals. They may have personal, physical and psychological, emotional issues. To help them overcome these issues, the college has signed MoUs and linkages with NGOs like Manaspandan which provide social and mental counseling and support.

   Some students feel it stigmatic to share and express their problems or drawbacks willingly. The mentoring committee aids such students right from admission. To facilitate the admission process and simplify it for the students, a separate admission committee is formed for each year. These committees try to minimize the tension among newly admitted students.

2) Problems faced in daily administration and classroom situations. -

Mostly, subject teachers are closely aware of the students' problems. Hence, they try to solve the problems of the students from their department. However, since some of the problems are of serious nature, they are resolved through the Grievance Redressal Committee.

3) Problem Solving by Library Committee:

The Library Committee conducts counseling to solve the problems of college students regarding library and book exchange. The Library Committee seeks new books and journals for students through schemes like Book Bank, Library Automation, Kindle Books, Earn and Learn etc. The Library Committee strives for the overall intellectual development of the students throughout the year. Attempts are made to make the library more students-oriented by taking their feedback tacking with their complaints and suggestions through library counseling.

4) Grievance Redressal Committee and Students Development Cell

Students face various problems in the college campus. Even, there is a possibility of getting mental stress due to the harassment from other students. Many times, the communication between the students and teachers goes wrong. Questions arise regarding the college discipline. The Grievance Redressal Committee actively works to tackle all these issues. It provides counseling to students and organizes different activities to understand their needs and to cater to them. Students are the nucleus of the college and overall education system. So, solving their issues is mandatory for achieving their holistic development.

Student Mentoring Programs-

1) For the Development of leadership Qualities - Student seminars/workshops

2) For Personality Development - Guest Lectures, Through Interactive Sessions, 'Career Katta' (Career Counselling Platform)

3) To Make Students more Thought oriented (Rational) - Lectures by experts, group discussions, debates, Quiz Competitions, Essay Writing, Elocution Competition, etc.

4) To make students business oriented - MOU / Linkages / Projects / Case studies / Internships

5) To develop skills - Field Work, Practical's, Industry visits

6) To make them well-cultured - Social Outreach Activities

7) To Guide while choosing a subject at the time of admission - Through Admission Committee

8) Discrepancies in marks during the exam - Through Post exam cell's results analysis and counselling through organizations like 'Manaspandan'

9) To imbibe discipline - Discipline committee / Visit of Police commissioners & Traffic Commissioners to the college campus

10) Financial Aid- Institutional Scholarships, Student Aid Fund, Job Fairs & Placement Cell

11) For Physical Development - Health Camps / Awareness through CMLT-DMLT Course

12) Teacher at your Doorstep- Through this scheme, teachers go to students' homes and learn about their problems from them and their parents and discuss to find a way out. And the college eventually tries its best to solve that problem.

13) For emotional development – Programs like (*Jodidarachi Viveki Niwad*) Rational Selection of the life partner, / Crossing the Gender Boundaries, etc.

Outcomes of Mentoring Scheme-

Indian constitution has given to every person the right to live, educate and finances. But we see that economically backward students are lagging behind in their studies as they are unable to pay fees of private coaching classes and they found difficulties in learning.

These students will not get opportunities & learning environment to learn the lagged syllabus to make expertise in the subject. Effective Mentoring create such a holistic environment to students to achieve learning objectives. These are some ways by which teacher can get connect with students personally and pay more focused attention on the improvement of academic performance of individual student.

Vivekanand College is working since many years to enhance effectiveness of mentoring & to achieve the goals of mentoring scheme. For this purpose we collect/ gather information about grievances from students through the analysis of feedbacks from all stakeholders of education system i.e. students, teachers, parents etc. Then Academic Council and Governing body of college takes necessary decisions to solve the issues related to mentoring.

In conclusion we could say that our mentoring policy makes students to cope with the learning environments & gives opportunities to teachers to come closer to students and solve their psychological issues and barriers in learning.

❖ **MENTORING STRUCTURE**
  ➢ Principal
  ➢ IQAC Coordinator
  ➢ NAAC Coordinator
  ➢ Deans of all programme
  ➢ Physical director
  ➢ Counselor (College Counseling Cell)
  ➢ Mentor teacher

❖ **GRIEVANCE REDRESSAL**

In-case there is any complaint/concern from a student or the mentor teacher the issue should be discussed with respective dean. If still the complaint/concern continues then it can be brought to the notice of the Principal.

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