Late Shri. Vishnu Waman Thakur Charitable Trust's
Bhaskar Waman Thakur College of Science,
Yashvant Keshav Patil College of Commerce,
Vidhya Dayanand Patil College of Arts,
VIVA College
(Affiliated to University of Mumbai) NAAC ACCREDITED WITH "B" GRADE (CGPA 2.69)

Shri Hitendra V. Thakur	Ms. Aparna P. Thakur	Dr. A. P. Pandey
President	Secretary	I/C Principal

Ref. No. :   Date :

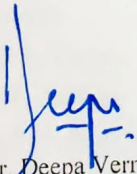NOTICE: NO. VC/134/ 2019-2020   DATE: 20ᵗʰ May 2019

NOTICE

Student Mentoring Policy

All the Heads of Departments & Coordinators are hereby informed that a Uniform Student Mentoring Policy has been framed, which is to be implemented by all the Departments from the coming academic year 2019-20.
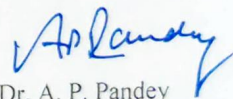
The new policy has been framed to cater to the needs of our students, to create a support system for them & to help them excel in both academic as well as non-academic fields. The policy is based on the traditional class teachership role in order to establish uniformity across the various departments.

This policy will come into effect as we commence our new academic year in June 2019. A copy of the policy has been attached with this letter; all Head & Coordinators are instructed to go through it & bring the policy into force in their respective departments from the Academic year 2019-20 onwards.

Dr. Deepa Verma

Vice Principal & IQAC Coordinator

Dr. A. P. Pandey

I/C Principal

CC To:

Principal Office

Vice Principal Office

All Heads of Departments

STUDENT MENTORING POLICY
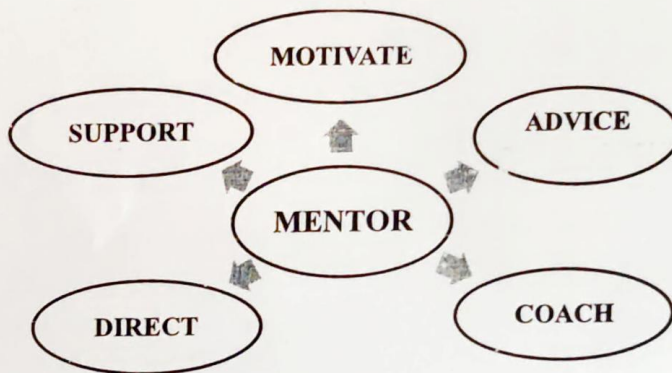## (ACADEMIC YEAR 2019-20)

MISSION

To provide a reliable and comprehensive support system, to motivate students to excel in both academic and non-academic fields, and to make the most of their life at college.

VISION

To help students adapt to the dynamic learning environment and lead their ways into highly successful careers.

WHAT DOES MENTORING MEAN

STUDENT MENTORING POLICY

A uniform traditional policy of student mentoring in the form of Class Teachership was adopted by our institute in the academic year 2019-20. As a student's major interaction & engagement is with their Class Teachers, they are appointed as mentors to help the students overcome their academic & non-academic hurdles.

At the beginning of the academic year, every class was allotted with a class teacher/mentor, after consultation with the faculty coordinators & head of the respective departments. This was done based on the Student-Teacher Ratio of each department, to provide a better understanding of individual students and to bring out their highest potential. Student mentoring is the most effective method for mitigating cases of those students who are vulnerable to stress or are slow learners as well as to cater to the needs of the advanced learners.

AIMS OF STUDENT MENTORING

1. To enhance the teacher-student relationship
2. To enhance students' academic performance and attendance
3. To reduce students' study-related stress/pressures
4. To identify and understand the status of slow learners
5. To encourage advanced learners
6. To render equitable service to all students

BENEFITS OF STUDENT MENTORING

1. Students get academic, professional & personal guidance during the crucial stages of their development.
2. Boosts the students' confidence and morale
3. Encourages students to face challenges and set higher goals
4. Offers psychological support to the students.
5. Helps the students to develop their interpersonal skills.
6. Opens different avenues of academic and professional perspectives for the students.

RESPONSIBILITIES OF THE MENTOR

1. Mentors are expected to offer guidance and counselling, as and when required after collecting all necessary information from the students.
2. Mentors shall meet students both individually or in groups at regular intervals, to keep follow-ups of their progress.
3. In isolated cases, Mentors can call parents of certain students for counselling/special meetings with the in-house counsellor if required.
4. The Mentor has to apprise the concerned subject teacher if a student is identified as having weakness in a particular subject.
5. In case of students belonging to financially backward families, mentors can refer them for the earn & learn program through which the student can study and work part-time in the institute, garnering work experience alongside.

Through this Student Mentoring System, our institution hopes to bring about equitable growth for all students.

STANDARD OPERATING PROCEDURE

1. Each mentor will be assigned a group of students based on their departmental Student-Teacher ratio.
2. Mentors will hold a monthly 1-hour mentoring session with their group of students & if need be weekly sessions with individual students.
3. Mentors will collect necessary information of their group of students like attendance records, academic & non-academic performances to understand them better.
4. Mentors will maintain a register to record the grievances of the students, guidance provided & overall performance of the students during these mentoring sessions.
5. Mentors will point out the slow & weak learners to their respective subject teachers and conduct individual sessions for them to help cope up with the others.
6. Mentors will provide academic & non-academic counselling to the students to deal with their curricular, co-curricular, and personal problems.
7. Mentors will keep regular follow up of their students until their issues are resolved.
8. In isolated cases, wherein discrete advice is needed, the Mentors can send the students for professional counselling to our in-house Counsellor, or even call their parents for special meetings.
9. Mentors will also provide regular career guidance based on the student's course outcomes, information on the various postgraduate degrees & diplomas, specialized courses for enhancing the skills of students
10. At the end of each semester/academic session, the mentors will submit a brief report on the status of their student group to the mentoring committee.

STUDENT MENTORING RATIO

Year	Number of students enrolied in the department	Number of full-time teachers	Mentor: Mentee Ratio
2019-20			
2020-21			
2021-22			

DEPARTMENTAL MENTOR-MENTEE LIST

S. No.	Course Name	Name of Mentor	Name of Mentee

STUDENT MENTORING RECORD: (FOR MENTORS)

S. No	Students Name	Class, Div. & Roll no.	Contact No.	Email Id	Grievance	Advice	Outcome

GOOGLE SITE: https://sites.google.com/vivacollege.org/2-3-3-student-mentoring-system?pli=1&authuser=2

20|May|2019

PREPARED BY: QUDASIYA SAYED
ASSISTANT PROFESSOR (DEPARTMENT OF HISTORY)
& COMMITTEE MEMBER (NAAC CRITERION 2)

20.05.2019

CHECKED BY: DR. DEEPA VERMA
VICE PRINCIPAL & IQAC COORDINATOR

20/05/2019

APPROVED BY: DR. A.P. PANDEY
I/C PRINCIPAL