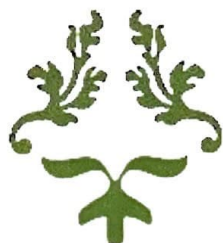




B.P. CHALIHA COLLEGE

**MENTORING POLICY
(REVISED)**



Internal Quality Assurance Cell(IQAC)

Bimala Prasad Chaliha College



Mentor-Mentee System

Student mentoring at B.P.Chaliha College, is a one-on-one relationship between the student and the mentor over a long period. The mentor provides support, direction, and specific assistance to the student to create a positive role model for the student. We have high expectations for each of our students and strive to help them reach and exceed those expectations, as well as those of those who teach and care about them. This mentor-mentee policy seeks to identify the strategies employed for the best levels of mentorship and guidance. Some students may be in a difficult situation, in need of additional support. The purpose of the mentoring program is to assist all students in developing the skills and confidence needed to take charge of their future and reach their highest academic and personal goals.

Guidance

- It is vital that all students receive regular and informed guidance, have a wide range of experiences, and understand where to get further information and advice. This will be evident through a number of initiatives, including;
- Citizenship lessons
- Individual learning reviews and target-setting
- Career's guidance
- Further and Higher Education guidance
- Workplace learning experiences offered
- Regular internal communications with students (e.g. through student newsletters)
- 'Thought of the day' and 'soft skill' reinforcement initiatives
- Community involvement opportunities
- In some cases the relationship between the mentor and the mentee may be the only stability student knows, and the only time anyone spends quality time with them. Therefore, the Institute stipulates that a student mentor spend a minimum of one hour every month with their mentee.

Responsibilities of Mentor:

- Maintain Mentor-Mentee Booklet.
- Maintain batch-wise student roll call list
- Keep contact details of students & parents
- Record of previous semester's result
- Record of Mentor-Student meeting (Once in a month).
- Provide information about students to each teacher whenever required.
- Student counseling should be done whenever required.
- Maintain record of monthly defaulter list
- Send letters to parents for parents to meet.
- Telephonic call records of defaulter students should be maintained.

- Leave application forms of students along with necessary documents should be kept
- Maintain record of monthly undertakings of defaulter students
- Maintain data of students' achievements
- Maintain discipline among students

Important notes about conduct and support:

- Avoid making negative comments about instructors.
- Refrain from doing students' assignments or suggesting grades.
- Be clear about expectations for academic honesty and integrity.
- Make a clear line between friendship and mentoring.
- Encourage students to communicate with professors and use campus services.
- Seek advice from the Academic Mentoring Program student assistants concerning your role.

Peer Mentor

Peer mentors can be defined as; 'A body of students who have volunteered to undertake training so that they can offer support to other students experiencing particular problems, and help to reduce the amount of bullying in the Institute'.

The actual role of these students will be agreed between the students and the member of staff who coordinates them but could include the following aims;

- To reduce the amount of bullying in the Institute by supporting those involved
- To be a 'port of call' for students with problems
- To act as an additional service to that provided by staff - complementing rather than competing with it
- To be accessible to pupils of any age, sex, and background

Any adult in the Institute learning community who becomes a student mentor must be someone who will be a positive influence in a mentee's life. The most crucial role for a student mentor is to be an adult who has time for a mentee person, who cares about them, who believes in them, and is committed to a long-term relationship with them.

Requirements to be a Peer Mentor

To become a peer mentor, the program requires:

- An overall average of 55%
- A mark of 60% in specific course for mentoring

Characteristics of a good Student Mentor

- A good student mentor is someone who engages in a positive relationship with the student and gives them attention.
- The mentor needs to have positive self-esteem, react well to stressful situations and tolerate frustrating situations.
- They need to listen well and communicate on a level that the student can understand and not be judgmental.
- The mentor needs to provide leadership and guidance and be a positive role model, nurturing a relationship that respects the student's dignity.
- The mentor must always show up on time for sessions, be committed and accept their responsibilities.
- A good mentor will reinforce the student's successes and challenge them to do better and be willing to give them a fresh start if there are any lapses.
- They will not break the trust they have established.

Benefits of a Student Mentoring Programme

- Students benefit by receiving the support and guidance of a caring adult or supportive

peer and also receiving assistance with their academic studies.

- Students will experience greater self-esteem and be motivated to succeed.
- They will also receive encouragement to stay in education and progress to further and/or higher education and receive assistance in choosing a career path.
- Mentored students will be encouraged to avoid the use of drugs and alcohol.
- Student will also improve interpersonal relationships, such as with Institute the teaching staff and the student's family.

Benefits to peer mentors

- Adults who volunteer to mentor students increase their involvement in the learning community and recognise they can make a difference.
- They will gain new experience and knowledge about young people and the Institute community and contribute to the wider aims of community cohesion and regeneration

Benefits to the Institute

- Having a student mentoring scheme helps to foster good community relations and contributes to the local and area targets for economic growth.
- Students will be more motivated and aspirational which will improve morale amongst the learning community.
- Mentoring will maximise the achievements of individual students and groups of students who are at risk of underperforming and remove barriers to achievement for vulnerable groups of students.
- Mentoring enhances the skills of staff and students, improves student attendance and increases student retention.

Peer Mentoring Coordinator

A member of the Institute staff will act as a coordinator for peer mentors. This person will be someone who wants to take on this role and is approved of by the group, not just be a staff member who is just given the role as part of a job description.

The role of the coordinator will be to provide guidance and advice for group members and to look after the emotional welfare of the students involved in the scheme. They will ensure that students involved in the scheme can cope with their academic commitments.

They will organise and provide appropriate training in the areas of confidentiality, boundaries, listening skills, issues that can and cannot be dealt with by the students and when to refer on.

The coordinator will help the group maintain a flow of new volunteers and give assistance with general administration and access a budget (for publicity, badges etc.)

They will act as a mediator within the group when problems arise and deal with difficult issues within the group e.g. a member breaching confidentiality.

Benefits of peer mentoring

Peer mentoring is voluntary and therefore the students involved are motivated. It also helps to boost the self-esteem of those involved.

Peer mentoring provides realistic role models for other students and enables the volunteers to learn new and transferrable skills.

It can form part of community service/citizenship activities and is of benefit to the whole Institute community.

*Approved in the GB meeting
held on 05/12/2022*

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B. P. Chaliha College, Nagarbera, Assam

Principal
B.P. Chaliha College
Nagarbera

Mentor Information Form

Year-I:	
Name:	Email:
Department:	Mobile:
Year-II	
Name:	Email:
Department:	Mobile:
Year-III	
Name:	Email:
Department:	Mobile:
Year-IV	
Name:	Email:
Department:	Mobile:

Mentee information

Academic Year 20...-20...

Name:

Date of admission:

Aadhar card No.:

Mobile No.:

email:

Father's information

Name:

Education:

Mobile.No:

email:

Profession:

Mother's information

Name:

Education:

Mobile. No:

email:

Profession:

Address for correspondence:

Annual Income:

Caste/Category:

Means of transport used to commute to the college:

Medical Record:

- a) Blood group:**
- b) Allergies:**
- c) Any Health Issue:**
- d) Your career Interests:**
- e) Hobbies/Skills:**
- f) Any achievements academic /non-academic:**

Previous Academic records:

Sl. No	Class	Year of passing	Marks	Percentage/Grade
1				
2				
3				
4				

Meeting record: Sem-

Date	Issue Discussed	Sign of Mentee

Mentor's Signature

Mentee's signature