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MENTORING POLICY

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Montfort College is committed to holistic development of its students and overall growth of the all the stakeholders of the institution.

The Policy Statement

The mentoring policy of Montfort College shall ensure all students to thrive holistically and prepare them for the world of work. The college shall create and maintain an environment of excellence in education through technological advancements, effective pedagogy and methods of evaluation. This shall enable students to access support systems to meet their academic needs. It shall ensure that students can work with a mentor who offers support and guidance on emotional, social and academic issues.

Scope of the Policy

This policy shall be applicable to all the teachers as mentors and students as mentees of the College.

Objectives of Mentoring (Teacher-Student)

It shall provide a platform whereby mentees are able to achieve their goals as well as enhance learning and gain mastery of the required skills.

- To enable mentees to understand themselves, their potentials, and their passion.
- To enable mentees to set professional and personal growth-related goals
- To identify skills and interests of the students that will enable the achievement of those goals
- To identify areas of difficulty that need to be redressed and to carry out necessary actions to redress the same

- To provide opportunities to enhance learning by referring the mentees to attend seminars or training sessions as appropriate
- To maintain a record of all achievements and major events in the mentee's professional and personal life during their stay at Montfort College

Implementation of the Policy Mentoring Process

- Each student shall be allotted a mentor from among the full-time faculty at Montfort College, for an entire academic year. If the teacher leaves the college, goes on maternity leave/sabbatical, the mentee shall then be allotted a new mentor. If the mentee raises any specific concerns about the allotted mentor that would be detrimental to the relationship as assessed by the college, a new mentor shall be allotted as deemed by the college authorities.
- One mentoring hour shall be allocated regularly in the timetable during which mentors and mentees shall meet either individually or in small groups for the activity.
- A general meeting with all the mentees for a session of introduction and rapport building shall be scheduled at the beginning of the academic year.
- The mentor is expected to meet each mentee individually for a short while within the first two months of the start of the academic year.
- If possible, a WhatsApp or mail group shall be created for ease of communication.
- The student profile including overall assessments collated by the IQAC at the beginning of the academic year shall be made available to the mentors.
- The first sessions shall be utilised by the mentor to enable the mentee to identify their strengths, goals, and concerns.
- Each mentor shall maintain a record of the mentoring session. Academic and professional issues shall be brought up for discussion are channeled for redressal. Where personal matters are brought up, the mentee shall be referred for further guidance and support.
- Subsequent sessions shall focus on helping the student meet their goals, enhance their strengths and work on their concerns.
- The mentors shall also from time to time review the goals set and enable the mentee to revise them as necessary.

Documentation

Each mentor shall maintain the following records:

1. Record of the mentoring sessions which includes the following details:
 - a. Name of the mentee
 - b. Date and time of session
 - c. Issues addressed/ concerns raised (related to academics or the Institution)

- d. Actions taken/ recommendations made
- e. Signature of mentor and mentee

This record shall be submitted to IQAC at the end of every academic year.

- 2. The mentee file: The professional growth of the student shall be recorded by maintaining details of participation and organization of co-curricular and extra-curricular activities that the mentee was involved in. The college shall maintain a digital depository of all curricular and extra-curricular activities that the student participated in.

The Buddy System (Student-Student)

The college shall encourage students of a higher class (seniors) to become ‘buddies’ to students of the first year (juniors) for a period of 1 year. The purpose is to enable informal peer-to-peer support and transmission of college culture. This is of greater importance when students come from diverse backgrounds and need to become familiar with their new environment. Finally, students shall also have buddies from among their own classmates to help them gain support related to academic matters. The buddy system is entirely informal and no records shall be maintained.

