

Sri A.S.N.M. Government College (Autonomous)

(NAAC Re-accredited by 'B' Grade with 2.61 CGPA)

Palakol, West Godavari District - 534260



MENTORING POLICY

Mentoring

Every teacher is given a group of 25 to 30 students as part of the mentoring programme, and their progress is continuously tracked during their time in the institution. Through mentoring, it is possible to establish a stronger emotional, physical, and mental connection with the students, promoting their overall growth.

Job of an Efficient Mentor

An effective mentor is one who offers advice on both personal and academic matters, identifies each student's areas of strength and need, makes helpful ideas for the student's overall growth, and advises the parents to support their children in building on their strengths.

Benefits of Mentoring

An ongoing, successful mentorship programme reveals significant improvements in students overall performance. It results in a striking improvement in student's attendance and attitude. The benefits to students extend to all facets of their lives, including academic, extracurricular, and personal ones. The students are comforted by knowing that they can turn to someone in difficult situations. Parents also like knowing that their kids are in capable hands.

Role of the Mentor

- Keep a file with the names and information about the student's you will be mentoring; update it frequently; and keep it on hand for use as needed
- Call a mass meeting of all the mentees so that everyone may introduce themselves and so that you can get to know them better
- Let the mentees know that one hour in your weekly schedule is designated as "Open Hour," during which time they are welcome to contact you
- Create a schedule with the mentees so that you may meet with them in person within the first two months of the academic year
- If at all possible, set up a mail group or a whatsapp group to facilitate communication with the mentees
- Inform your mentees to let you know if they are inattentive for more than three days in a row

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- Explain to them how to apply for a leave of absence and what approval from the appropriate authority is needed
- Once every 15 days, use the ERP to verify their attendance
- Keep track of the student's academic progress.
- Direct the students who are determined to require emotional support to the counsellor
- Inform the parents whenever there are instances of dropping attendance rates, emotional outbursts, or poor academic achievement
- Mentors are required to interact with their mentees' parents during PTA.
- If necessary, send student's warning letters for inadequate attendance.
- To uphold confidentiality with regard to all information shared by the mentee during mentoring sessions.

Class In-charge

1. The responsibility of a Class In-charge is to serve as a single point of contact for all information that needs to be shared with the class and from the class with the appropriate student's
2. A connection between the student and the department, the subject teacher and the students, the student's parents, the other mentors, and the other students. In a nutshell, they are representative of the class

Role of the Class In-charge

- To convey to the student's all information from the relevant authorities, whether it is academic, co-curricular, or extracurricular in character.
- To organize all class-related activities, including field trips, guest lectures, social outings, and the class' involvement in sporting, business, and cultural events.
- To collaborate closely with the class representative in order to communicate all information effectively
- To collaborate closely on matters affecting the class and students with the other mentor
- To take notes on, respond to, or refer any complaints, criticisms, or suggestions from the class to the appropriate authorities
- To foster a sense of unity among the class students.

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- To keep a careful eye on class dynamics and assist in resolving any groupthink or interpersonal problems that may occur.
- To actively participate in the administration of class elections and other intra and interclass competitions
- To gather student leave letters while they are absent, forward them to higher authorities for consent, and then provide them to the class mentors for filing.
- To communicate with the Principal, VP, and HODs about issues pertaining to the class
- To be present at all class teacher meetings. To effectively carry out any additional responsibilities given by the principal, VP, or HODs

A handwritten signature in black ink, appearing to be 'Ravi', written over a horizontal line.

PRINCIPAL
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Sri A.S.N.M. GOVT. COLLEGE (A)
PALAKOL-534 260, W.G.DIST.