



# SIR C R REDDY COLLEGE ELURU, W.G.District, A.P.

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## MENTORING POLICY

### **Mentoring**

Mentoring is a system wherein every teacher is assigned a group of 25 to 30 students to constantly monitor them throughout their study period in the institution. With mentoring it is possible to have a closer connection with the students' lives emotionally, physically and mentally, which leads to their holistic development.

### **Job of an Efficient Mentor**

An efficient mentor is one who provides guidance on personal as well as educational issues, points out the strengths and areas of development in each student, provides constructive suggestions for the overall development of the student and advise the parents to encourage their wards in capitalizing their strengths.

### **Benefits of mentoring**

A continuous effective mentoring system shows tremendous improvement in the overall performance of the students. It leads to a remarkable improvement in the attendance and attitude of students. Students are benefited in all aspects of their life, be it academic, co-curricular or personal. Knowing that there is someone to turn to in times of trouble functions as a comfort provided for the students. Moreover, parents feel gratified that their children are in safe hands.

### **Role of the Mentor**

- Maintain a file consisting of the name and details of the students who you would be mentoring, update the file regularly and keep it available for reference whenever required.
- Establish a general meeting with all the mentees for a session of introduction among all and to create a rapport with them.
- Make known to the mentees- one hour in your weekly schedule as “**Open hour**” when the mentees could feel free to approach you.
- Draw up a timetable with the mentees to meet them for a few minutes on a personal level within the first two months of the start of the academic year.

- If possible, create a group on whatsapp or a mail group to communicate easily with the mentees.
- Instruct mentees to keep you informed if they absent themselves for more than three consecutive days.
- Inform them of the rules of applying for leave and the sanction of the concerned authority required.
- Use the ERP to check their attendance once every 15 days.
- Keep a tab on the academic performance of the student.
- Refer students that are identified as needing emotional support to the counsellors.
- Keep the parents updated on cases of decreasing percentage of attendance, emotional behaviour or academic performance.
- At the time of PTA, mentors are expected to meet the parents of their mentees.
- To issue Warning letters for shortage of attendance to students if the need arises.
- To maintain confidentiality in respect of all matters disclosed by the mentee during mentoring sessions.

### **Class In-charge**

1. The role of a Class In-charge is to be a one point contact for communicating all information to the class and from class to respective students.
2. A link between the student and the department, between the subject teacher and the students, between the parents and the students and between the other mentors, and between the students themselves. In short, they are representative of the class.

### **Role of the Class In-charge**

- To communicate all information, academic, co-curricular or extra-curricular in nature to the students from the respective authorities.
- To coordinate all class related activities such as Industrial visits, guest lectures, social visits, participation of the class in cultural, business and sports events.
- To work closely with the class representative of the class for effective communication of all information.
- To work closely with the other mentor of the class on issues relating to the class and students.
- To receive, address or escalate any complaints, grievances or suggestions from the class to the respective authorities.

- To create a sense of oneness among all the students of the class.
- To closely watch the dynamics of the class and help correct any groupism or group conflicts that may arise in the class
- To play an active role in the conduct of class elections and other intra and inter class competitions.
- To collect leave letters from students while they are on leave, pass it on to higher authorities for sanction, if need be, and then class mentors for filing
- To liaison with the Principal/VP/HODs for matters relating to the class.
- To be present for all meetings of class teachers. To efficiently execute any other tasks assigned by the Principal/VP/HODs

PRINCIPAL