



Dnyanopasak Shikshan Mandal's,

ARTS, COMMERCE AND SCIENCE COLLEGE, JINTUR

(Affiliated to Swami Ramanand Teerth Marathwada University, Nanded)
Junior & Senior

JINTUR - 431 509. Dist. Parbhani. Maharashtra. India.

(02457) 237232, 237134 Fax 02457-237643

E-Mail-dsmj.principal@rediffmail.com ● Website-www.dsmacsjintur.ac.in

NAAC Re-accredited 'B' Grade

Adv. G. N. Dudhgaonkar
President & Ex. Member of Parliament

Dr. Sow. Sandhyatai Dudhgaonkar
Secretary

Dr. S. G. Bhombe
I/C Principal



Mentor-mentee policy Document:

A) Introduction:

- a) We have high aspirations for all of our students and want to help them achieve and surpass their expectations and those of the people who teach and care for them. To achieve these as aspirations. The College Principal has taken an initiative to introduce Mentor- Mentee policy. The mentors are appointed by the Principal, taking into consideration their abilities to handle the problem face by student. Peer - mentors student mentors and peer mentoring coordinators are carefully selected and appointed by the Principal himself while appointing their mentors and peer mentoring coordinator certain criteria are set such as leadership ability, these command over languages etc to ensure to achieve the goals set by this policy.
- b) The policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance.
- c) Student mentoring in college is a one-to-one relationship between a student and the mentor that occurs over a prolonged period.
- d) The mentor provides consistent support, advice, and concrete help to a student to provide them with a positive role model.
- e) Some students involved in the mentoring program may be going through a complex and challenging situation, a period of life in which they need extra support, or they may need to have another significant adult present in their life.
- f) The goal of student mentoring is to help all students involved in the mentoring program gain the skills and confidence to be responsible for their futures and develop to their total academic and personal potential.
- g) The college will ensure that all learners receive the care, guidance, and support necessary to maintain and extend their personal development and academic progress.



B) Guidance:

a) All students must receive regular and informed guidance, have a wide range of experiences, and understand where to get further information and advice. It will be evident through several initiatives, including;

- b) Citizenship lessons
- c) Individual learning reviews and target setting
- d) Career guidance
- e) Further and Higher Education guidance
- f) Workplace learning experiences offered
- g) Regular internal communications with students
- h) Community involvement opportunities.
- i) 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.
- j) Therefore, the Institute stipulates that a student mentor spends a minimum of one hour every month with their mentee.

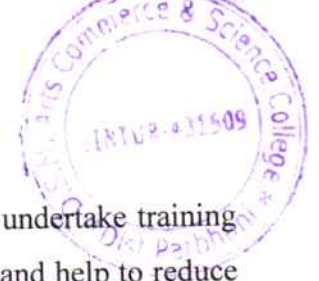


C) Responsibilities of Mentor:

- a) Maintain Mentor-Mentee Booklet.
- b) Maintain batch-wise student roll call list
- c) Keep contact details of students & parents
- d) Record of previous semester result
- e) Record of Mentor-Student meeting
- f) Provide information about students to each teacher whenever required.
- g) Student counseling should be done whenever required.
- h) Maintain a record of the monthly defaulter list
- i) Maintain a record of monthly undertakings of defaulter students
- j) Telephonic call records of defaulter students should be maintained.
- k) Leave application form of students along with necessary documents should be kept
- m) Maintain data of students' achievements
- n) Maintain discipline among students. Send letters to parents for parents to meet.

D) Important notes about conduct and support:

- a) Avoid making negative comments about instructors, assignment, or texts.
- b) Be clear about expectations for academic honesty and integrity.
- c) Draw a clear line between friendship and mentoring.
- d) Encourage students to communicate with professors and use campus services.
- e) Seek advice from the Academic Mentoring Program student assistants to your role.



E) Peer Mentor:

- a) 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 college. The actual role of these students will be agreed upon between the students and the member of staff who coordinates them but could include the following aims;
- b) To reduce the amount of bullying in the Institute by supporting those involved c) To be a 'port of call' for students with problems
- d) To act as an additional service to that provided by staff - complementing rather than competing with it
- e) To be accessible to students of any age, sex, and background, Any adult in the college learning community who becomes a student mentor must be someone who will positively influence a mentee's life.
- f) The most crucial role for a student mentor is to be an adult who has time for a mentee person, cares about them, believes in them, and is committed to a long-term relationship with them.

F) Requirements to be a Peer Mentor:

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

G) Characteristics of a Good Student Mentor

- a) A good student mentor engages in a positive relationship with the student and gives them attention.
 - b) The mentor needs positive self-esteem, reacts well to stressful situations, and tolerates frustrating conditions.
 - c) They need to listen well and communicate on a level the student can understand and not be judgmental.
 - d) The mentor must provide leadership and guidance and be a positive role model, nurturing relationships that respect the student's dignity.
- The mentor must always show up on time for sessions, be committed and accept their responsibilities.
- f) 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.
 - g) They will not break the trust they have established



H) Benefits of a Student Mentoring Programme:

- a) Students benefit from the support and guidance of a caring adult or supportive peer and assistance with their academic studies.
- b) Students will experience greater self-esteem and be motivated to succeed.
- c) They will also receive encouragement to stay in education, progress to further and higher education, and receive assistance in choosing a career path.
- d) Mentored students will be encouraged to avoid using drugs and alcohol.
- e) The student will also improve interpersonal relationships with the college teaching staff and the student's family.

I) Benefits to peer mentors:

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

F) Benefits to the Institute:


- a) A student mentoring scheme helps foster good community relations and contributes to the local and area targets for economic growth.
- b) Students will be more motivated and inspirational, improving morale amongst the learning community.
- c) Mentoring will maximize the achievements of individual students and groups of students at risk of underperforming and remove barriers to achievement for vulnerable groups of students.
- d) Mentoring enhances the skills of staff and students, improves student attendance, and increases student retention.

K) Peer Mentoring Coordinator:

- a) A member of the Institute staff will act as a coordinator for peer mentors.
- b) The person will be someone who wants to take on this role and is approved of by the group, not just 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 look after the emotional welfare of the students involved in the scheme.
- c) They will ensure that students involved in the project can cope with their academic commitments.
- d) They will organize and provide appropriate training in confidentiality, boundaries, listening skills, issues that can and cannot be dealt with by the students, and when to refer.
- e) The coordinator will help the group maintain a flow of new volunteers, assist general administration, and access a budget.
- f) They will act as a mediator within the group when problems arise and deal with complex issues,

L) Benefits of peer mentoring:

- a) Peer mentoring is voluntary, and therefore the students involved are motivated.
- b) It also helps to boost the self-esteem of those involved.
- c) Peer mentoring provides realistic role models for other students and enables the volunteers to learn new and transferrable skills.
- d) It can form part of community service/citizenship activities and is of benefit to the whole Institute community


Co-ordinator
Internal Quality Assurance Cell
D.S.M.'s Arts, Com. & Science College
Jintur, Dist. Parbhani


I/C PRINCIPAL
Dnyanopasak Shikshan Mandal's
Arts, Commerce & Science College
Jintur Dist. Parbhani