

SXCS/P-16

## Mentoring Policy

Mentoring at SXCS is a unique method of supporting students to improve their learning and leadership skills, motivating them towards their future career development, promoting among them constitutional values and social awareness and accompanying them in the creation of hope-filled future. The institution strives to provide 'Cura Personalis'- personal care and concern for each student which is one of the hallmarks of Ignatian philosophy. The ultimate purpose is to help every individual achieve greater success in their academic sojourn through this Mentorship program.

### Definition

Mentoring is a structured program through which a group of students are assigned to a faculty member at the commencement of the academic year, with an aim of providing holistic development. The system establishes a one-to-one relationship and provides comprehensive support system to help students balance their educational goals with their personal lives along with providing emotional encouragement during challenging times.

### Objectives of Mentoring System

- To offer a smooth transition into campus life
- To motivate students, achieve learning goals and outcomes in terms of knowledge, skill, attitude, and competencies
- To provide access to a support system during the crucial stages of their academic, professional, and intellectual development
- To generate interest in academics and other institutional activities amongst student
- To ensure regularity and punctuality of students through

mentoring sessions

- To proactively identify problems of the mentees, provide guidance and to bring them to the notice of the concerned authorities as per need

### **Benefits of Mentoring System**

- A continuous effective mentoring system serves to help individuals in building personal and professional capabilities, advancing their career prospects, developing their leadership capabilities and their overall performance.
- Provides a pillar of support for the students and the attention of another caring adult throughout their academic sojourn
- Fosters positive, productive relationships with all members of staff, students, their families, and the wider community demonstrating respect for culture and diversity
- Provide constructive suggestions and guidance for the overall development of the student and advise the parents to encourage their wards in capitalizing their strengths.

### **Dual Support System**

The institution endeavors to pursue these objectives by providing a Class- In- charge and a Mentor for the students. While the Class- in- charge is the point of contact for communicating all official information between the management and students, the latter focuses on being a guide and support for the overall development of the mentees. This dual support system motivates students to excel in both academic and non-academic fields and to make the most of their life while in college.

### **Mentor**

A Mentor is a faculty member who is a guide and an adviser to the mentees and provides each mentee with wisdom, assistance, empathy, and support throughout and often beyond the graduate life. They help students understand how their ambitions fit into graduate

education, campus life and career choices. The mentee benefits from the mentor's support, skills, wisdom, and coaching.

### **Role of the Mentor**

- Maintain a file consisting of the name and details of their mentees, update the file regularly and keep it available for reference whenever required.
- Holds a general meeting session with all the mentees for introduction and to create a rapport with them.
- Make known to the mentees about one hour in their weekly schedule as "Open hour" when the mentees could feel free to approach the mentor.
- Draw up a timetable with the mentees to meet them for a few minutes on a one-on-one level within the first two months of the semester.
- Creates an official group on WhatsApp or a mail to communicate easily with the mentees.
- Instruct mentees to keep the mentor informed if they are absent for more than three consecutive days.
- Inform mentees about the rules of leave application and the sanction of the concerned authority wherever required.
- Use the ERP to check mentees' attendance once in every 15 days.
- Keep a tab on the academic performance of the student.
- Refer students who need emotional support to the counsellors.
- Keep the parents updated on cases of decreasing percentage of attendance, emotional behaviour, or academic performance.
- Meet and apprise the parents of mentees' progress during the PTA meeting
- Issue Warning letters for shortage of attendance to students if the need arises.
- Maintain confidentiality in respect of all matters disclosed by the mentee during mentoring sessions.

### **Class In-charge**

Class In-charge is a faculty member who is the point of contact for communicating all official information between the class and the management. They are the link between the student and the department, between the student and the subject teacher, between the student and their parents and among the other mentors and students themselves. In short, they act as a representative of the class.

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

- Communicate all information with respect to academic, co-curricular or extra-curricular activities to the students from the respective authorities.
- Coordinate all class related activities such as Industrial visits, guest lectures, social visits, participation of the class in cultural, business and sports events.
- Work closely with the class representative of the class for effective communication of all information.
- Work closely with the mentor of the class on issues relating to the class and students.
- Receive, address, or escalate any complaints, grievances or suggestions from the class to the respective authorities.
- Create a sense of oneness among all the students of the class.
- Closely watch the dynamics of the class and help correct any groupism or group conflicts that may arise in the class
- Play an active role in the conduct of class elections and other intra and inter class competitions.
- Collect leave letters from students while they are on leave, pass it on to higher authorities for sanction, if need be, and to the class mentors for filing
- Liaise with the Principal/VP/HOOs for matters relating to the class.
- Attend all meetings of class teachers.
- Efficiently execute any other tasks assigned by the Principal/VP/HOOs.

## Conclusion

Ensuring the Students' academic journey, a safe, caring and a pleasurable experience is a priority for the institution. Mentoring system works towards success of the mentee's academic and personal life and aims at imbibing positive beliefs, social concern, and value systems in the mentees.