



ST. TERESA'S COLLEGE

(Autonomous)

College with potential for excellence

LEARNER MENTORING POLICY

St. Teresa's College is committed to enabling learners to access support mechanisms to meet their academic needs. This policy applies to all mentors and mentees who take part in the programme. It aims to ensure that learners have the opportunity to work with a mentor who will offer support and guidance on academic issues. Thus, a personal relationship is created for better understanding of the student's aspiration, strengths and weaknesses. The College is committed to regularly reviewing the effectiveness of the Learner Mentoring Policy and procedures and making adjustments as and when necessary in response to the needs of those involved.

This Policy is underpinned by the following key principles:

- Our learners must be supported to achieve their potential while at College, in an environment where their wellbeing is fulfilled
- Learners who are at-risk of drop-out will have the opportunity to work with a mentor whose role will be to provide them with additional support in academic issues.
- There is an evaluation process for assessing the effectiveness of mentors and mentoring program and also for identifying the possible challenges.
- Sharing of mentee Information- In case the mentor leaves, the information about the mentee needs to be shared with the new mentor. There is a handing over form which needs to be signed by both the new and the old mentor.

Responsibilities of a Mentor:

- Each student is to be allocated a faculty mentor at the time of admission.
- A mentor will provide support to 25 mentees.
- The mentors should try to understand their mentees and help their mentees settle well in the new environment.
- The mentor will act as a guide, coach and role model for the trainee.
- The mentor should interact periodically with the trainee to review experience gained and set objectives for the next period
- The mentor will play a critical role in the mentees' Internship and Placements by helping them prepare for the professional competence programme.
- All mentors should keep a confidential data sheet about their students which records a report of mentoring done by the teachers.
- These reports should be periodically evaluated by a team of senior teachers and its effectiveness should be monitored by a committee consisting of the Principal, Academic Deans and the IQAC.

Responsibilities of a Mentee:

- Mentees should be regular and punctual for meetings with the mentor.
- They must adhere to the Mentoring Programme procedures.
- They must attend training as directed by the mentor.