



**ST. TERESA'S COLLEGE
(AUTONOMOUS), ERNAKULAM**

LEARNER MENTORING POLICY

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1. Introduction

St. Teresa's College is dedicated to facilitating a supportive and nurturing environment for learners, ensuring they receive comprehensive guidance and support for their academic, personal, and professional development. This policy delineates the objectives, responsibilities, and procedures essential for an effective mentoring program.

2. Objectives

The primary objectives of the mentoring policy are to:

- a. Facilitate students' academic and personal growth.
- b. Foster a sense of belonging and community within the institution.
- c. Promote students' career development and readiness.
- d. Encourage peer mentoring where applicable.
- e. Ensure the welfare and well-being of students.

3. Mentoring Structure

3.1. Types of Mentoring

- a. Academic Mentoring: Focused on academic guidance and study strategies.
- b. Career Mentoring: Focused on career exploration, internships, and job placement.
- c. Personal Development Mentoring: Focused on personal growth, well-being, and life skills.

3.2. Mentor-Mentee Pairing

- a. A maximum of 20 students is recommended to be mentored by a mentor.

3.3. Selection of Mentors and Mentees

- a. Mentors and mentees can be recommended by the heads of the department. The final approval of mentor-mentee pairings rests with the mentoring cell.

4. Responsibilities

4.1. Mentor Responsibilities

- a. Provide guidance and support related to their designated area (academic, career, personal).
- b. Be accessible and approachable to mentees.
- c. Set clear expectations and goals for the mentoring relationship.

- d. Offer constructive feedback and encouragement.
- e. Maintain confidentiality and respect mentees' privacy.
- f. Participate in mentorship training and ongoing professional development.

4.2. Mentee Responsibilities

- a. Actively engage with the mentorship relationship.
- b. Seek advice and assistance when needed.
- c. Set goals and communicate them to the mentor.
- d. Be open to feedback and guidance.
- e. Respect the mentor's time and boundaries.
- f. Maintain confidentiality and professionalism.

5. Duration and Frequency

5.1. Mentor-mentee meeting has to be conducted once in every month on the allotted mentoring hour and follow-up meetings shall be arranged if necessary. A record of the meetings signed by the mentee in the prescribed format given by the mentoring cell should be kept by the mentors.

6. Evaluation and Feedback

- 6.1. Regularly evaluate the effectiveness of the mentoring program through surveys, feedback, and assessments.
- 6.2. Use feedback to make improvements and adjustments to the program.
- 6.3. Provide opportunities for mentees to share their experiences and suggest changes.

7. Support and Resources

7.1. Resource Provision and Training

The Mentoring Cell of the college, will serve as the central facilitator for the necessary support systems, resources and training for both mentors and mentees.

7.2. Professional Counselling Support

If a mentor recognizes the need for professional counseling for a mentee, the Mentoring Cell will promptly assess and initiate appropriate counseling services to ensure the student's mental health and well-being.

** This policy remains subject to periodic review and amendment, aligning with the college's regulations and adapting to evolving higher education institution standards.*