

**ACHIEVERS COLLEGE**  
**OF COMMERCE AND MANAGEMENT (NIGHT COLLEGE), KALYAN**

**MENTORING POLICY**

**PREAMBLE:**

Mentoring is a strategy to provide students with emotional and instrumental support they need to achieve learning goals' in the context of higher education in educational institute, mentoring can be understood at two levels:

- Teacher to Student
- Student to Teacher

It sets up a healthy relationship between the students and the faculty. Experience of the college life is commonly identified as move away from family and home. It is a traditional period in terms of economic status wherein students are financially dependent on the family, but they learn to manage their expenses by staying away from home. These factors contribute tremendous changes in the behavioral aspects of the students. Also during this period, they are introduced wide range of technical /professional courses under the programmes offered to them. Mentoring provides a reliable and comprehensive support system, to motivate students to excel in both academic and non-academic fields and to the most of their life at the college and ensures that the students adapt to the dynamic learning environment and read their ways into highly successful careers. Achievers College is committed to mentor its students by providing them one to one counselling and support from experts as and when required.

**Objective:**

- To provide the platform to the students for sharing their problems related to academic and nonacademic matters.
- To monitor the academic progress of the students.
- To identify the slow learners, advanced learner and the average students and to provide suitable environment to grow and prosper.

- To provide guidance and assistance to the student to grab the opportunity for their growth and development.
- To cultivate higher degree of professional responsibilities and imbibe the values amongst the young students.
- To provide an opportunity for overall development of the students.
- Gain practical advice, encouragement and support.
- Learn from the experiences of others.
- Increase social and academic confidence.
- Develop communication, study and personal skills.

In view of above objectives the College has carefully drafted its mentoring procedure for the overall development of the students.

### **Procedure for Mentoring:**

#### **Step I: Orientation of the Mentors**

Prior to the commencement of the academic year, the faculty members are to be oriented and sensitized regarding the importance and objective of the mentoring process. They are made to realize that the mentoring of the students at the college is a part of their professional duty. During the orientation session, the faculty members are oriented with the dos and don'ts of the mentoring process. The HODs/senior faculty member of the institute /department co-ordinate and act as resource person for this orientation session. The class teachers shall be appointed who in turn shall act as a mentor to allotted class.

#### **Step II: General Mentoring**

The concerned Class teacher shall in his initial lectures offer general mentoring to all the students of his class.

#### **Step III: Allocation of students to the Mentors.**

The concerned Class Mentor shall select and handpick 20 students from respective Class. Preferably, the same faculty member should remain as the mentor for the same group during the group's entire year.

#### **Step IV: Round of Mentoring.**

The main purpose of this mentoring session is to monitor the academic performance of the students, to review the overall development etc. Thus in a semester, minimum 2 mentoring sessions shall be arranged. The mentor shall maintain appropriate records of mentees.

#### **Step V: Referring special cases to Professional Counselors :**

The mentor shall identify the critical cases which are beyond his/her control and shall refer such students to the professional counselors for further advice and support. The management of college shall maintain a list of professional counselor who are easily available for such purpose. The mentor shall report such cases to parents for appropriate steps.

#### **Step VI: Recognition of testimonials.**

The College shall appropriately felicitate both mentor and mentee who are proud achievers due to specific mentoring. The testimonials shall be published in college publications.

All the stakeholders shall adhere to the above policy in the interest of overall development of the students community at large.

