

The page features a decorative graphic consisting of three blue circles of varying sizes, each with a darker blue center and a lighter blue outer ring. These circles are arranged in a vertical line, with the largest at the top, a medium one in the middle, and the largest at the bottom. Two thin blue lines intersect at the top left and extend diagonally across the page, framing the circles.

# **Student Mentoring System**

**IQAC**

# JANATA MAHAVIDYALAYA, CHANDRAPUR

## Students Mentoring System

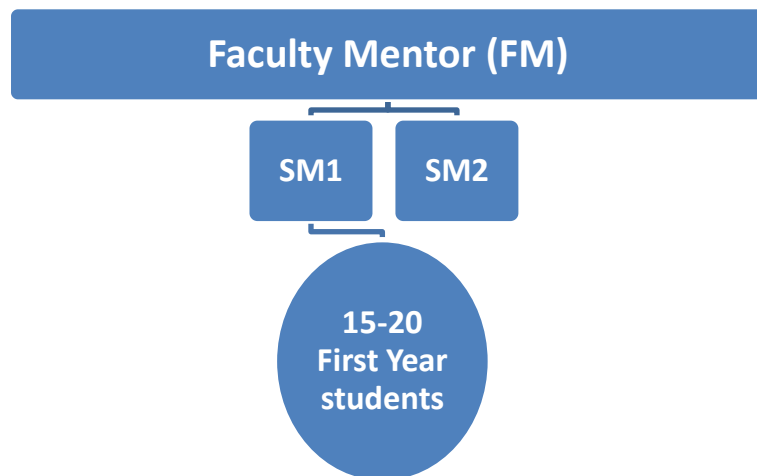
### What is a mentor?

Faculty mentors play a crucial role in mentoring graduates. Students and their mentors share responsibility for ensuring productive and rewarding mentoring relationships. Both parties have a role to play in the success of mentoring. For graduate students, a mentor is someone who serves as a guide throughout their institutional training. They provide both professional and personal advice in transitioning into, and out of, graduate school. They give constructive feedback on writing, teaching and other elements of career design. They can serve to help students balance professional goals with their personal lives or give emotional encouragement during challenging times.

Students Mentoring system is being introduced at Janata Mahavidyalaya, from the session 2017-18. Following are its objectives:

1. Enabling constructive interaction, guidance and mentorship of junior students by senior students
2. Providing a reliable and comprehensive support system to motivate students to excel in both academic and non-academic fields and to make the most of their life at the Institute.

Following is the structure of this program-



Faculty mentor (FM)

Student Mentor (SM) (from Final year or PG program)

First Year Student (FS)

FM, SM and FS will be of same course or faculty

## Objectives of SMS (Student Mentoring System)

### The objectives of the SMS include:

- To help undergraduate fresh students understand the challenges and opportunities present in the Institute and develop a smooth transition to campus life.
- To counsel academically weak undergraduate first year students and to play an important role in helping troubled students cope with academic, extra-academic and personal problems.
- To provide positive role models to first year undergraduate students in the institute.
- To proactively try to identify problems of the general student populace and to bring them to the notice of the concerned authorities.
- Ensuring regularity and punctuality of students through counseling sessions.

The SMS attempts to track these objectives by carefully identifying those who can act as an anchor and guide for a fresh first year student or an academically weak student to bank upon. Student Mentors will be selected to play this role and are given the authority to pursue the mission of this programme.

**Student Mentors are respected, well-balanced students usually belonging to the IIIrd year B.Sc, B.Com, B.A or IInd year M.A, M.Sc. courses.**

The implementation of the SMP and its details are covered subsequently in this document.

Programme implementation will be in following phases:

**Phase I:** Selecting Student mentors from Final year students.

**Phase II:** Allotment of students to the mentors.

**Phase III:** Interaction of first year students with the mentors and identifying strengths and weaknesses of the mentees. Forming whatsapp group, if possible, to keep contact among the group.

**Phase IV:** Periodic meeting of the mentees with the mentors and remedial training of the learners, training students to take up higher skills.

**Phase V:** Obtaining feedback from the first year students at the end of the session.

## Structure of the SMS

This programme primarily deals with first year undergraduate students. The PG incharges will be allocated as mentors of first year PG students. The senior students, called Student Mentors (SMs) are responsible for helping a set of fresh first year students adjust to the new environment and subsequently monitor their progress throughout the year. Every undergraduate fresh first year students is covered by this programme.

People involved in the Student Mentor Programme

Sr. No.	Name of Committee Member	Designation
1.	Dr. M.Subhas	Chairperson, Principal
2.	Dr. N. R. Baig	Coordinator, IQAC
3.	Dr. V.S. Bodhale	Member, Vice-Principal Commerce
4.	Dr. A. K. Mahatale	Member, Vice-Principal Arts
5.	Dr. K. C. Patil	Member, Vice-Principal Science
6.	Dr. J. L. Paighan	Member, Asst. Professor

### Student Mentors (SMs)

Selected students from the III year B.Sc., B.Com or BA course or II<sup>nd</sup> year MA or M.Sc course will constitute the team of Institutional SMs. Each of them would be assigned a group of first year students. Each Student Mentor reports directly to the Faculty Mentor. He/she would be the direct point of interaction with the first year students and may report special cases for the consideration to Faculty vice Principal.

### Essential Qualities of a Student Mentor (SM)

The qualities mentioned below are guidelines used in selecting the new Mentor team.

A Student Mentor is normally a student from the III year graduation or IInd year PG course. Empathy and humility are the most essential qualities for any mentor to possess. It is necessary for a mentor to empathize with the wide variety of situations his mentees could face and be humble enough not to impose their own opinions but to tailor advice to the mentee's needs.

- Ethics are of paramount importance for SMs and they should be able to instill the same in their mentees.
- SMs should be academically inclined and capable of persuading others to be the same.
- SMs should be someone as a role model people can look up to, because of their achievements and personality.

## Functioning of the SMP

### **The Student Mentor body is vested with the following powers:**

- Every Students mentor has the power to halt any activity that involves freshmen. Such activities include, but are not limited to: introduction sessions conducted by seniors, either personal or relating to extracurricular activities.
- In matters pertaining to academics, which require preventive or curative action to be taken in the interest of the wards, the mentor has the responsibility and the right to bring the case to notice of the concerned Faculty Mentor, who would in turn take the necessary action.
- In matters that affect the wards, and can only be resolved at the institute level, the Student Mentors have the right to bring the problem to the notice of the Principal, and demand prompt action for the same. It is however desired that the mentor team works in harmony with the student council.
- In case of fresher who needs additional help, Students Mentors shall co-ordinate with Faculty Mentor as well as Faculty Advisor. Student Mentor will also receive inputs/guidance from Faculty Mentor.

### **Role of Faculty Mentor (FM)**

- Faculty Mentor shall meet respective batches at least twice in a year.
  - **Personal counseling is the main role played by FM.**
  - FM shall certainly meet students of their batches in the first meeting and discuss general matters and make them at ease.
  - Subsequently, they shall meet students after the 1st and 2nd semester examinations and discuss their performance and comfort level.
  - FM shall counsel the students with difficulty in adjusting to the environment.
- The responsibility of each mentor extends to the entire three years for the batch.

### **Role of the Student Mentor (SM)**

Each Institute Student Mentor is assigned a group of 10-15 students, who would henceforth become his/her mentees. Under normal circumstances, it is the primary duty of the SM to guide the group of students assigned to him/her through their first year in the institute.

- The Mentor should ensure to the best of his/her ability that the freshmen (especially his/her mentees) are able to adjust comfortably to college life.
- The student mentor should establish a close rapport with his mentees.
- The Mentor should see to it that he/she meets them at certain critical junctures of the first year such as the first few weeks of the semester, well before end semester exams and at the time of results.
- The Mentor must act on any complaint of misbehavior by a senior. The institute has strict policies against ragging of any form.
- The Mentor should be ready to help his/her mentee overcome any problems (academic or social) in an advisory role and act as a responsible role model. At the same time, he must realize the importance of making his/her mentee independent and self-reliant. Spoon-feeding is a strict no-no.

- Mentors should immediately inform the FM regarding any potentially serious case related to their mentees or any other student (if they come to know of it).
- Mentors are expected to play their role as responsible seniors using their own discretion.

Here are some of the strategies to help faculty members stay in tune with the needs of students:

- Identify strengths and weaknesses in all fields of the student mentees by using SWOT analysis.
- Identify hobbies and fields of their interests.
- Guide and motivate to improve their results.
- Know their academic and psychological needs and guiding them accordingly
- Conduct regular counseling sessions for building discipline at two meetings per year.
- Encouragement and Orientation provided in developing enthusiasm to participate in multi-skilled activities such as curricular, co-curricular and extra-curricular
- Collect feedback to strengthen the feedback system and achieve desired results on different aspects.
- Taking feedback at the end on this Student Mentor system.

### **To do List for Faculty Mentor and Student Mentor**

- Identify strengths and weaknesses in all fields of the student mentees by using SWOT analysis.
- Identify hobbies and fields of their interests.
- Guide and motivate to improve their results.
- Knowing their academic and psychological needs and guiding them accordingly
- Conducting regular counseling sessions for building discipline.
- Encouragement and Orientation provided in developing enthusiasm to participate in multi-skilled activities such as curricular, co-curricular and extra-curricular
- Collect feedback to strengthen the feedback system and achieve desired results on different aspects.
- Taking feedback at the end on this Student Mentor system.

### **Checklist for Student Mentor (SM)**

Ten things a mentor should definitely know about his/her mentees by the end of the first month:

1. Name and contact number and residential address.
2. Whether he/she is at ease in interacting with others? Is he/she too reserved?
3. If he/she faces any Language problems.
4. If he/she suffers from any medical issues.
5. If he/she hails from a remote village/town/metropolis.
6. Whether he/she is enthusiastic for academics.
7. His/her hobbies?
8. Whether he/she is able to cope up with the academics or has he/she given up?
9. Attendance (rough estimate).
10. How well he/she has settled in (to the institute)?

#### **11. Personal SWOT Analysis**

## Personal SWOT Analysis Worksheet

<b>Strengths:</b>	<b>Weaknesses:</b>
<b>Opportunities:</b>	<b>Threats:</b>

Improvement chart/Progress Chart

Traits	1st year		2 <sup>nd</sup> year		3 <sup>rd</sup> year		Overall change
	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	
Uni. result							
Confidence							
Morale							
Communication skills							
Other skills							



Chanda Shikshan Prasarak Mandal's

Janata Mahavidyalaya, Chandrapur

Student Mentor System SESSION 20\_\_ - 20\_\_

Photo

## STUDENT PROFILE

Name of Mentor:

Name of student:

PERSONAL INFORMATION		
Program:	Semester:	Group:
Batch:	College Roll No.:	Enrollment No.:
Birth date:	Blood Group:	Aadhar No.:
Mobile No.:	Emergency No.:	Email id.
Father's occupation:	Mobile No.:	
Mother's occupation:	Mobile No.:	
Mother Tongue:	Languages known:	
Local Address		
Permanent Address		
Educational details:	12 <sup>th</sup> class pass percentage:	

<b>Percentage Attendance(To be filled by mentor)</b>	<b>Sem. I</b>	<b>Sem. II</b>	<b>Sem.III</b>	<b>Sem. IV</b>	<b>Sem. V</b>	<b>Sem. VI</b>
<b>University exam pass percentage</b>	<b>Sem. I</b>			<b>Sem. II</b>		
	<b>Sem. III</b>			<b>Sem. IV</b>		
	<b>Sem. V</b>			<b>Sem. VI</b>		
<b>Extracurricular Activities</b>	<b>NSS: yes/No</b>			<b>NCC: Yes/No</b>		
<b>Sports/ Interests/Achievements:</b>						
<b>Cultural:</b>						
<b>Hobbies:</b>						
<b>Any other skills you know</b>						
<b>Goal of your life</b>						

**Any health problem:**

**Any other problem:**

**Mentor's Remark:**

Signature of Student

Signature of Mentor