



The Cuncolim Educational Society's
College of Arts & Commerce

CUNCOLIM, SALCETE, GOA - 403 703
(Affiliated to Goa University)

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MENTORING POLICY

The College life of students is changing very fast with pressures to achieve high in academics, secure jobs with respectable earnings, build their careers of their choice, and integrate learning of various skills with curriculum to ensure job security and to cope up with the information available on the social media. In the context of higher education in the C.E.S. College, mentoring is recognized as a strategy required by the students to achieve learning goals with emotional and instrumental support. Thus, the student mentorship programme will incorporate the support of faculty members as “Mentors” to all the students in the College. Each student shall be assigned a “mentor” to overcome their hurdles to achieve the goals desired by them in their academic career.

OBJECTIVES OF STUDENTS MENTORING POLICY

The target of this Mentoring Programme is to identify fundamental mechanism that will

- 1) Provide students with career & non-academic counselling.
- 2) Focus & motivate students to achieve learning goals and thereby improve their academic performance.
- 3) Guide, encourage and advice the students about their upcoming student life, student health, mental & emotional well being and listen to their issues with patience and help them solve their concerns with appropriate resources, support and referral available.
- 4) Generate curiosity and interest in academics and other institutional activities amongst the students.



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ELEMENTS OF STUDENTS MENTORING POLICY

The Students Mentoring Programme will help to identify

- Under achiever students
- The mechanism to aid under achiever students
- Realization of desired outcome post mentoring

MENTOR MENTEE MECHANISM

- Faculty members (Mentors) will be assigned a group of 15 to 25 students
- The mentee once assigned to a mentor will continue with the same mentor till the end of the program of study
- Every year, first year students will be added to the mentors list in place of graduating students.

RESPONSIBILITIES OF MENTOR

A mentor should wear multiple hats. For effective mentoring, the mentor should embrace the ability and willingness to

- 1) Coach and advice the mentees on how to accomplish their goals.
- 2) Provide guidance and help to increase mentee's exposure to new experiences
- 3) Encourage inquisitiveness and interest in academic, extracurricular and social works.
- 4) Update them o various scholarship, competitions, job opportunities etc.
- 5) If situation demand contact parent/ guardian and provide the information about the achievements of their wards.
- 6) Conduct at least one meeting (Online/ Offline) in a month.
- 7) Maintain strict confidentiality of the information shared by the Mentee.

Signature
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- 8) Be a role model to walk the talk and exhibit the behaviors essential for success.
- 9) If at any time, the mentor feel that the mentee needs special counselling the, mentor may encourage the student to seek counseling with student counsellor.
- 10) Listen to the mentee, be flexible, be empathetic, be respectful and invest time and efforts.

RESPONSIBILITIES OF MENTEE

- 1) Attend meeting regularly
- 2) Be respectful toward everyone and the mentor
- 3) Share details of her/his performance in Academic, Extra-curricular activities etc. with mentor.
- 4) Share his/her career plans and specific needs with mentor
- 5) Focus on the guidance or advice provided by the mentor.

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