CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA

MENTORING- POLICY & PROCEDURE

QUALITY POLICY

Area : Teaching Learning &
Student support

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Area: Teaching Learning & Student support	POLICY NO: 105/2020	Document Owner: Principal	
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PURPOSE

The Mentoring policy is to establish a framework and guidelines to provide individual care and support to Christ College students.

SCOPE

This policy applies to Principal, HoDs/Programme coordinators, IQAC, Chief mentors (Class teachers), Mentors and students of Christ college.

POLICY STATEMENT

1. Christ College understands the role of a higher education institution in moulding citizens of future, by providing individual attention to their continuous growth.
2. The student care policy will enable students to adjust with the new surroundings as well as to achieve their ambitions, by receiving continuous support from teachers as Chief mentors (Class teachers) and mentors.
3. HoD / Programme Coordinator assigns a teacher as Chief mentor (Class teacher) in the beginning of the academic year with proper instructions and guidelines.
4. Internal Quality Assurance Cell conducts screening test for fresh students to identify their skill levels and are classified as Fast, Medium and Slow learners.
5. Chief mentor then groups students in to Peer Learning Groups (PLG) by mixing equal number of fast, medium and slow learners. The maximum number of students in a PLG should not be more than eight.
6. HoD in consultation with Chief mentor assigns mentors for each PLG. A maximum of two PLG will be assigned to a mentor.
7. For Postgraduate students, Chief mentor will have the additional role of mentor.

RESPONSIBILITIES

1. HoD / Programme coordinator assigns Chief mentor and Mentor to students.
2. Chief mentor is responsible to discharge his duties as per the guidelines.
3. Internal Quality Assurance cell is responsible to conduct the screening test and classify students as fast, medium and slow learners.
4. Mentor is responsible for his duties as per the guidelines

1. GUIDELINES TO CHIEF MENTORS (CLASS TEACHERS)

2. Chief mentor (Class teacher) is the primary point of contact for a student who wants to know about the procedures in the College. Chief mentor should be kind, impartial and supportive to students.

3. He / she should be helpful for the student to clear his/her doubts regarding exam registration and other daily activities.

4. Chief mentor should provide the syllabus of the program and important dates of internal & external exam dates at the beginning of each semester.

5. Chief mentor should maintain the class teacher ship record (Green Card) properly filled with student details including a) Marks of Plus two/ Degree b) Education of parents c) Extracurricular activity d) Marks on internal exams e) Financial background f) Contact details of parents/guardians g) Grade card of semester exams h) PLG activities. All information should be kept confidential and should be revealed only under necessary situations.

6. Information regarding Exam registration, Fee payment, Dates of internal exams and external exams should be communicated to students within the stipulated time as advised by Principal and Controller of Examinations.

7. Chief mentor should maintain close contact with other subject teachers. He / She should help in arranging substitution classes if any teacher is on emergency.

8. In case of any misconduct from a student, class teacher should inform parent/guardian with the consent from HoD and Principal.

9. Chief mentor should give effective leadership to the class during intramural competitions.

10. It is the responsibility of Chief mentor to maintain a record of leave availed by a student of his/her class.

11. During election to Students Parliament, Chief mentor should be the First polling officer and should discharge his duties impartially.

12. Chief mentor should have close contact with the mentors of his class and should provide details from green card if necessary.

13. Information's regarding Certificate courses, Open courses, Placement & Higher education opportunities should be communicated to students and should motivate students to take part in such activities.

14. Chief mentor is responsible for Parent - Teachers evaluation meeting of every year and should inform the progress of students to parent/guardian. Chief mentor is free to conduct more of such meetings with prior permission from HoD & Principal.

15. General discipline of the class should be maintained by Class teacher. All serious matter should be handed over to Discipline committee / Principal through HoD.

2. GUIDELINES TO MENTORS

1. Mentor should offer guidance and support to mentees which will enable them to tackle the daily hurdles in academics as well as in social life.

2. Mentor should meet mentee at least three times in a semester

3. During the meeting mentor should actively listen mentee's views and reflect back. Give constructive and positive suggestions to strengthen the mentee.

4. All matters discussed in the mentor-mentee meeting should be kept confidential. Meeting date and time may be recorded, but other matters should be recorded only if agreed by both parties.

5. Mentor should be aware of students' background and aspirations. A personal relationship may be created and mentor will know students' strengths and weaknesses. Mentor may advice mentee to attend programs like certificate courses, training programs for placement and competitive exams.

6. Mentor should be in close contact with Chief mentor and should handover the mentor -mentee meeting details to Class teacher, if mentor is relieved from duties.

3. GUIDELINES TO IQAC ON SCREENING TEST

1. IQAC should conduct a screening test to all first-year students to check their skill levels.

2. The screening test should comprise questions to access the knowledge on core subject and communicative english. Test should also consist of questions on psychometrics.

3. Students to be classified as fast, medium and slow learners and the results to be send to Class teacher.

DOCUMENT CONTROL

1. Chief mentor should be the custodian of green card (Class teacher ship record), and copy of student's grade card.

2. Mentor should keep record of minutes of mentor-mentee meeting.

Christ College staff and students may provide feedback about this document by emailing iqac@christcollegeijk.com

APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Governing council
Administrator	Principal
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