



CHILDREN WELFARE CENTRE **Clara's College of Commerce**

(Affiliated to University of Mumbai and NAAC Accredited)

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MENTORING POLICY

Introduction

Mentoring is a process with greater insights and support given to the mentee through the mentor. It is an aspect which not only includes teaching, counselling and coaching but also bridges the gap between the mentor-mentee. It provides possibility-centered approach and widens the horizon towards discovering new dimensions of life.

Objectives

This policy is drafted:

- To ensure an effective communication mechanism between the mentor (teacher)-mentee (student).
- To provide a platform to support mentee's need and help mentee handle real life dynamics.
- To cater to mentee in smaller circles to discuss and deliberate on various career related, subject related and personal counseling.

Functions

- Mentors organize class-wise meeting of mentees at the beginning of the semester.
- Individual mentoring sessions are conducted twice in a semester.
- Mentors monitor the academic progress of the mentees and give them counselling on personal matters.



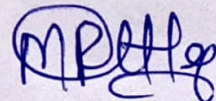
- They promote the use of e-resources in the library.
- They motivate the students to enroll in certificate courses and online courses offered by NPTEL and MOOC.
- They also motivate them to participate in co-curricular and extracurricular activities.
- They maintain a brief record of mentor-mentee discussions.
- If any administrative or higher level action is required, intimate the HoD.

Role of Mentor

- Keep in touch with the allotted students
- Have a discussion with the mentees as and when required
- Take reliable and valid decisions if students discuss any issues with them
- If the concern is beyond the purview, the mentor can discuss the same with the coordinator, principal or management

Role of Mentee

- Be in touch with the mentor
- The mentee should feel free to discuss academic issues with their respective mentor
- Implementation on the suggestion given by the mentor



Dr. Madhukar Gitte

Principal



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