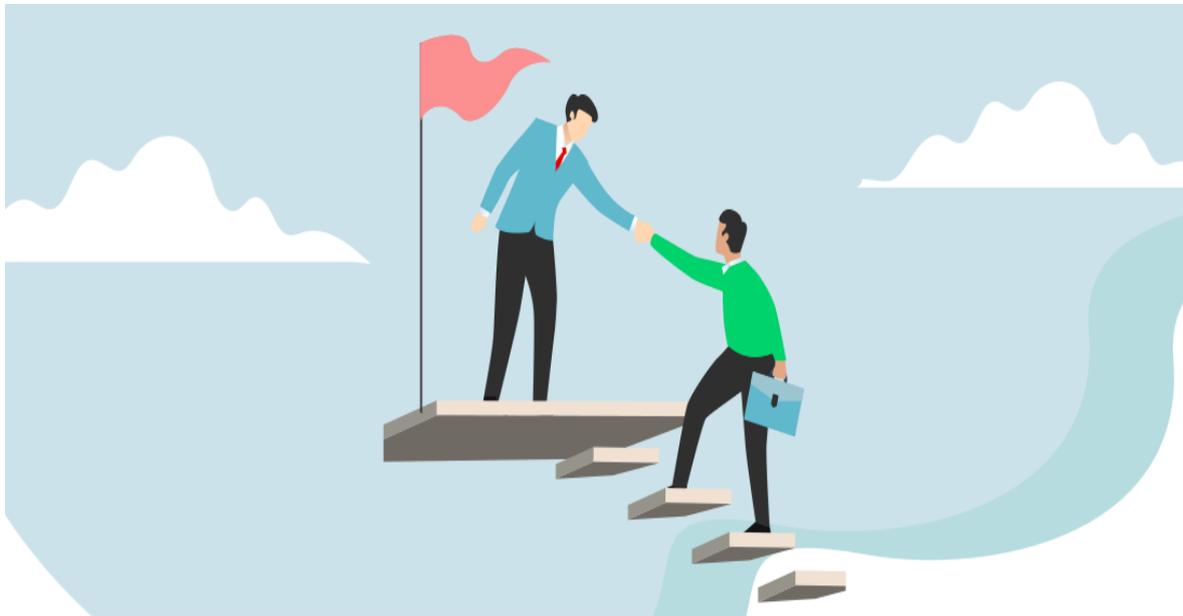




**DE PAUL INSTITUTE OF
SCIENCE & TECHNOLOGY, ANGAMALY
(DiST)**

MENTORING POLICY



1.0 Introduction

De Paul Institute of Science & Technology (DiST) considers that the learners require proper mentoring to realize their potential and achieve their academic and career goals. Through mentoring the mentors are in a position to understand the strengths, capabilities, weaknesses and problems of the mentees which helps him to guide each mentee to set his goals accordingly and to strive to achieve them. Mentoring in DiST takes place on a regular basis.

1.1 Objectives

- To understand the actual potential of the mentees and support him/her to realize it.
- To help the mentees to set goals for academics and career.
- Help students to hold on if he/she is on the verge of dropping out due to difficulties in learning or any other problems.
- To make the students aware of the facilities available in the college including learning and library resources and to make the best use of them.
- To encourage the students to actively participate in the co-curricular and extra-curricular activities of the college, and thus, lead to their holistic development.
- To help the students to overcome any personal mental problems through proper counseling and if needed, to direct them to the professional counselors of the college.

1.2 Mentors and the process

Every faculty member of the college is given training in mentoring and are entrusted with mentoring of a specified number of students. As a working arrangement for mentoring, total students in the college are distributed to the faculty members and since the total number of faculty members are more in the college, the number of mentees under each mentor is manageable. The student allocation of mentees takes place at the beginning of the programme and the mentor continues with the mentee till the end of the programme. If any of the mentors leave the institute, the mentees under him/her will be handed over to another mentor together with the files related to those mentees.

The mentor meets the mentees in the beginning itself and through personal interaction understands the capabilities, weaknesses and problems of the mentees. The information received are recorded in the mentee files given and are kept confidential. The mentor develops a mentoring strategy for each of his/her mentees. The mentor meets each of the mentees periodically and gives tasks and programmes to be completed before next meeting. In the next meeting the mentor evaluates the achievement by the mentee. If the mentee is weak in

academics, the mentor directs him to join the remedial coaching organized for slow learners. The mentor also helps the mentee in internships and placements. The Head of the Department monitors the mentoring process in the department and reports to the IQAC on a periodical basis.

1.3 Mentee's role in proper mentoring

For the mentoring system to be effective, it is a must that the mentee follows certain guidelines. The mentee should be regular and punctual in approaching the mentor for mentoring. The mentee should take the mentor in confidence and should interact with the mentor in such a way that he is able to understand clearly the strengths, weaknesses and problems of the mentee. He should clearly disclose his goals, needs, problems – personal and family – if any. He should also complete the tasks and objectives set by the mentor. Mentoring system becomes efficient and effective only if there is close cooperation between the mentor and the mentee.