



Shree Guru Gobind Singh Ji Government College Paonta Sahib, District Sirmaur, Himachal Pradesh

2nd Cycle of NAAC Accreditation

Criterion 2 Teaching- Learning and Evaluation

Key Indicator 2.3 Teaching- Learning Process

Metric 2.3.3 Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

Mentor-Mentee System

Mentoring Policy

Mentor- mentee system ensures individual attention to the students by the teachers. All teachers shall be mentors of some classes every year.

Mentor-Mentee Coordinator

The Mentor-Mentee System shall be managed and coordinated by the ***Mentor-Mentee Coordinator***. The Mentor-Mentee lists shall be prepared by the Mentor-Mentee Coordinator and the lists (one list sorted mentor-wise and the other list sorted mentee-wise) shall be provided to the IQAC and college website incharge for uploading on college website.

Methodology for Allotment of Mentees

The mentor-mentee lists shall be prepared according to the following rule.

If there are 'n' teachers in the department, group the students in every core class into 'n' groups in ascending order of the class roll numbers. Allot these groups to the teachers according to seniority as mentees. Thus, the first group of students in every class shall be under the mentoring of the HoD and the last group shall be under the mentoring of the Junior-most in each department. In this system, the mentees under each mentor will comprise students from First Year UG to Final Year PG.

Since the student diversity by departments in the college is skewed, there may be significant imbalance in the mentor-mentee ratio by departments. Therefore, the mentor-mentee coordinator may follow a pragmatic approach by allotting some inter-departmental mentors to rationalise the mentor-mentee ratio throughout the departments and the college.

Responsibilities and Activities of a Mentor

The IQAC has proposed a few among the many activities having far reaching consequences that a mentor can do.

1. Advise the mentees both individually and collectively on academic, career, personal and financial decision-making.
2. Ensure that the mentoring process facilitates cognitive, social, and emotional growth of the mentees.
3. Do necessary follow-up on the assigned tasks to the students.
4. Encourage students to participate in co-curricular and extra-curricular activities.
5. Inculcate soft skills, life skills and employability skills to make the mentee fit for the global market.

6. Identify the strengths of the mentees and motivate them with the right level of challenges.
7. Identify the weaknesses of the mentees and help in overcoming them.
8. Make efforts to engage students in the monitoring, review, and continuous quality improvement of the teaching-learning process.
9. Mentors have to ensure that each student has a fair idea about the syllabus, Program Outcomes, Program Specific Outcomes and Course Outcomes of all their respective courses and programs.
10. Make the mentees aware of the multiple opportunities provided by the institution towards their learning and growth.
11. Take active interest in promoting internship, student exchange, field visit opportunities for students.
12. Encourage mentees to join at least one of the clubs of the college and help them to identify their tastes and talents.
13. Collect observations and suggestions from mentees for improving the overall teaching-learning experience in our institution.
14. Encourage each mentee to engage in some socially useful productive activities.
15. The mentors should have sympathetic approach to sensitive issues and should be able to maintain confidentiality. The mentors should keep a confidential record of personal interaction with their mentees.
16. Ensure availability of the mentoring as per urgency of the need of mentees.

Collective Mentoring Session

Mentor-Mentee Group: Mentor:

External Mentor/ Counsellor (if any):

Collective Mentoring Session: Date: Time:

Issues Discussed:

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Decisions Taken:

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Attendance: Mentor Mentee (M-M) ID wise or Roll No. wise

M-M ID/ R. No.	Signature	M-M ID/ R. No.	Signature	M-M ID/ R. No.	Signature

Signature of Mentor

Mentoring Record (Highly Confidential)

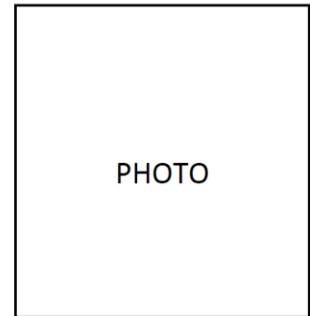
Mentor-Mentee Group: College Roll No.

Mentor-Mentee ID: Mentor:

1. Mentee:
2. Program Joined:
3. Batch: From to
4. Gender

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(M/F/TG):



5. Date of Birth:
6. Email: Mobile Number:
7. Aadhar Number: Blood Group:
8. Univ. Registration No.: Univ. Roll No.:
9. Religion: Category:
10. Permanent Address:
-
11. Place of Stay during the Study and Mode of Travel to College:
-
12. Temporary Address:
-

13. Details of Parents:

Parent	Name	Occupation	Mobile Number
Father			
Mother			

14. Details of Siblings:

15. Brother(s):

16. Sister(s):

17. Hobbies:

18. Academic Performance (% or CGPA):

Matric	10+2	Degree			PG			
		1 st Year	2 nd Year	3 rd Year	1 st Sem	2 nd Sem	3 rd Sem	4 th Sem

19. Academic Performance (Mid-Term, Assignments and Attendance):

Course (Paper) Title	Course Code	Nature of Paper	Learning Level*	Attendance	Assignments	Mid-Term	Remarks

* Learning Levels: Advanced Learner/ Average Learner/ Slow Learner

20. NSS/NCC/Clubs/Societies Joined/Nominated:

CSCA	NSS	NCC	Rovers/Rangers	Other (Specify)

21. Financial Status of the Family:

22. Scholarship/ Financial assistance received:

23. Amount: ₹

24. Agency/ Scheme:

25. Talents/ Skills:

Sports (specify)	Yoga and Physical Fitness	Martial Arts	Music	Dancing	Acting

Drawing/ Painting	Literature	Writing	Multimedia	Others (specify)

26. Ambition:

27. Achievements:

28. Add-on Certificate Course:

Add-on Certificate Course	Agency	Batch with Dates	Duration (hours)	Grade	CGPA

29. Extra/ Co-curricular Activities:

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30. Personal Attachment to Family Members:

Relation	Excellent	Good	Satisfactory	Poor	Very Poor
Father					
Mother					
Brother					
Sister					

31. Is the mentee happy in her/his home (Very Happy/ Happy/ Satisfactory/ Unhappy/ Very Unhappy):

32. The problems or issues of Mentee:

With Parents	With Friends	With Someone Else	Financial	Health-related (Physical)	Psychological	Others

33. Spiritual Life:

Prayer	Daily	Special Occasions	No
Personal Prayer			
Family Prayer			

34. Disciplinary Complaints received against the Mentee (Yes/No)
If yes, details thereof and the disciplinary action taken, if any, and the remedial measure initiated.

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35. Collective Mentoring Session:

Date	Time	Attendance (Present/ Absent)	Whether Signed in the Collective Mentoring Session Attendance Sheet (Yes/ No)

36. Personal One-on-One Meeting(s) with Mentor:

Date	Time	Issues Discusses	Decisions Taken	Next Meeting Date	Signature of the Mentee

37. Mentee Referred to Professional Counsellor: Yes/No

If yes, details of the mentee's meeting with Professional Counsellor:

Date	Time	Name of the Counsellor	Issues Discusses	Decisions Taken	Next Meeting Date	Signature of the Mentee	Signature of the Counsellor

38. Assessment by the Mentor (on Character, Conduct, Perseverance, Attitude, Aptitude, etc.):

Name of the Mentor:

Designation and Department:

Signature of the Mentor:

Date:

(Countersignature & Remarks of Mentor-Mentee Coordinator)

Date: