



MILAGRES COLLEGE

Kallianpur – 576 114, Udupi District, Karnataka

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MILAGRES COLLEGE, KALLIANPUR – 576114, UDUPI

CIRCULAR

Mentor-Mentee Programme

1. Introduction:

A large number of students at Milagres College, Kallianpur are from rural areas and from economically poor backgrounds, and hence, very often they face academic and adjustment challenges. To cope with such problems and to enable to excel in academics and profession as per their potential, a Mentor-Mentee Programme for students of all the departments of the college has been developed.

2. Objective:

To ensure that students perform academically and professionally up to their potential through mental support and a congenial learning environment.

3. Mentor-Mentee Programme Details:

The departments may develop their own programmes according to the number of students, faculty members and needs of the discipline as well as of the programme. The following are the guidelines for the Mentor-Mentee Programme:

- a. The students shall be assigned to mentors (teaching faculty) right from the first year of the programme.
- b. A mentor shall have a maximum of 30 students (Mentees).
- c. The mentees may, preferably, be allotted to the same Mentor for the entire duration of the programme of study (may not be possible in some cases).
- d. The Mentor shall meet the mentees regularly and record the outcome of the meeting in the hardcopy or in the software, if available. The details about each mentee will be recorded and periodically updated in the system.
- e. The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institute/department for providing further motivation to the advanced/gifted learners.
- f. The mentor shall also identify the students whose performance/attendance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behaviour. If required, the mentor will involve the parents, head of the department or the institution for reforming the student.

g. The mentor shall be a member in the disciplinary committees, if a student (mentee) violates the code of conduct.

4. Areas of Review:

a. Attendance: The mentor shall observe and monitor the attendance of the mentee. He/She advise and take necessary follow up actions with regard to students who do not meet the attendance norms of the University.

b. Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term end examination and help the mentee through counselling or by arranging remedial teaching, if necessary.

c. Behavioural and discipline matters.

d. Health and physical well-being.

e. Achievements, talents and co-curricular activities.

5. Duties/Responsibilities of Mentor:

a. Introduce and discuss the concept of mentor-mentee system with the assigned mentees.

b. Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of a student and discuss with them the complete schedule of future meetings.

c. Keep a track of the attendance, academic performance and behavioural aspects of the student by interacting with the exam department and the hostel authorities, etc.

d. Support students academically and emotionally.

e. Contact parents to inform progress of their ward, whenever required.

f. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.

g. To guide students and also to arrange for remedial teaching, if required.

6. Duties/Responsibilities of Mentee:

a. Attend meetings regularly.

b. Fill personal information in the book at the time of joining the mentor mentee system.

c. Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to the mentor whenever asked for.

d. Repose confidence in the mentor and seek his/her advice whenever required.

Place: Kallianpur

Dr Herald Monis,

Principal

Date: 18.03.2019

Convener – NAAC Criteria II


Principal
Principal
Milagres College Kallianpur-576-114
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