

## Mentoring

### Guidelines for teacher- mentors

Mentoring is a relationship ideally between two people with the goal of professional and personal development. In the context of educational institute like College, teachers are expected to provide 'academic mentoring' to students. This implies, teachers are expected to provide support and encourage students to manage their own learning so that students can maximize their potential, develop their skills and improve their academic performance. To carry out mentoring process uniformly College will follow the steps mentioned below:

#### **1. Allocation of mentees**

Henceforth, 'Students' will be referred to as 'mentees' and 'Teachers' will be referred to as 'Mentors'. Based on total number of mentees (FY, SY and TY) and mentors in college, mentees will be roughly equally allocated to each mentor.

Roll numbers of FY and SY mentees allotted to each mentor will be given by Mentoring committee.

For all MSC and TY classes, Head of the Department should equally distribute the mentees to each mentor of the Department, (teaching for these classes) by consulting the Department colleagues.

#### **2. Meetings with mentees**

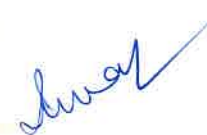
Mentors are expected to have regular meetings with the mentees assigned to them (minimum one per semester) and maintain record of the same in the format attached herewith.

Attendance of meetings (group or individual, if any) should be maintained by each mentor.

#### **3. Roles of mentors/ Guidelines for mentors**

Mentor should schedule meeting with mentees allotted to them (mentors are not expected to arrange individual meeting with each mentee. However, if any mentee wants to have separate discussion with mentor to discuss academic issues/ career related issues then mentor may arrange an individual meeting.



  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.

Mentor should make the purpose and benefits of mentoring relationship clear to the mentees. (Please note, as mentioned above, purpose of mentoring here is listening, supporting, encouraging and guiding students for **ACADEMIC** progress)

During the initial meeting, mentor should build rapport with mentees and understand academic strengths and challenges of each mentee, their academic and career related goals.

Within the boundaries of one's competence mentor should help mentees to deal with academic challenges. If the challenge is related to a specific subject or mentee requires guidance about a particular subject, then mentor should connect the student with the concerned subject teacher or HOD of that particular department.

Mentors must clearly note that mentees whose academic difficulties are due to personal/ adjustment/ relationship/ behavioural issues should be advised to seek help from College counselor.

**Mentors MUST refrain from playing the role of a counselor and give advises about personal issues.** With due sensitivity and empathy mentee should be referred to College Counselor.

**Contact number of college counselor is Ms Aditi Rajadhyaksha: 9769690880.**



Dr. Uma Shankar  
PRINCIPAL  
Principal  
SIES College of Arts, Science &  
Commerce (Autonomous)  
Sion (West), Mumbai - 400 022.