



**VIVEK EDUCATION SOCIETY'S
VIVEK COLLEGE OF COMMERCE**

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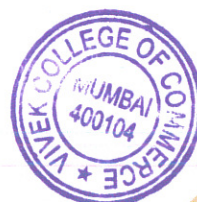
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*Policy
Document
for
Mentoring
(w.e.f. 2019)*

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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-centred approach and widens the horizon towards discovering new dimensions of life.

Objective of the Mentoring Policy

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

Standard Operating Procedures

- *Every mentor is assigned 25-30 mentees.*
- *The mentor will be their counsellor, confidante and supporter.*
- *The mentor shall meet the mentee at least once a month.*
- *The meeting is organised as per the timetable for each class.*
- *The interaction between mentor-mentee shall be theme based subject or situational based.*
- *At any point of time, confidentiality shall be maintained if the mentee is counselled on personal issues.*
- *The mentor maintains a record of each session conducted with the mentee. This record proves helpful in understanding the mentees' progression.*
- *Senior students can act as mentor to the mentee.*



Policy for Learners'

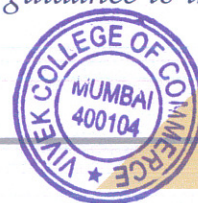
Learners are identified as slow and advanced based on their preceding examination. Learners are categorised based on their grade/marks/percentage attainment compared with the set threshold marks/percentage of the class subject-wise.

Advanced Learners Policy

- *Motivate advanced learners to participate in activities that will enhance their skillset and prepare them for various inter-collegiate, district, state, national and international level activities.*
- *Encourage learners to utilize online resources and enrol for courses in SWAYAM/NPTEL and other online courses platform.*
- *Peer-to-Peer mentoring for slow learners.*
- *Mentor-Mentee mentoring to upgrade research skills and encourage learners to participate in research competitions like AVISHKAR, build leadership, self and team development skills in advanced learners.*
- *Provision of scholar card for reference books from library.*
- *Felicitation of meritorious students with cash prizes and certificates*

Slow Learners Policy

- *Bridge course for the first-year learners to understand the subject shift from preceding examination like HSC to degree programmes.*
- *Remedial classes for slow learners to overcome the subject phobia if any and to improve subject knowledge.*
- *Peer-to-Peer mentoring where an advanced learner is assigned a group of slow learners to teach subjects which the advanced learner excelled.*
- *Mentor-Mentee mentoring to provide support and guidance to the learner.*

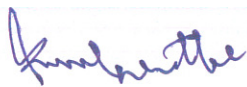


- Department heads/co-ordinators to provide need-based facilities to the slow learners.
- On the basis of recommendation by guardian teachers, students are sent for counselling as and when needed.

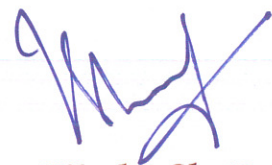
We, at Vivek believe in imparting the same knowledge to all learners. However, some learners need increased attention and continuous efforts while some learners need encouragement and proper guidance to enhance their skills and channelize their future prospects. The college ensures every learner outshine in their own unique way.

Students' Advantage through the Mentoring Programme

- Mentee will be able to build a positive rapport with the mentor and also build trust on the overall Institution.
- Mentees are assured to have greater self-esteem and optimistic approach.
- Mentoring programme will benefit the mentee in their self-growth and overall well-being.
- This programme will provide guidance and also intervene when necessary, to correct and guide the mentee.



CA. Shrikant Marathe
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