THIRUTHANGAL NADAR COLLEGE

(Belongs to the Quinquered Thiruthangal Hindu Nadar Functional Dharma Fund)

A Self Financing Co-Educational College of Arts & Science

Affiliated to the University of Madras : 2(f) Status under UGC Act

Re-accredited at 'B++' Grade by NAAC & An ISO 9001:2015 Certified Institution

Selavayal, Chennai 600 051, Tamil Nadu, India

POLICY FOR STUDENT MENTORING

The college has a well-defined mentoring policy that caters to the mentoring of students for academic and other related issues. A circular is issued linking mentor and mentee and the mentoring programme follows a well-defined schedule.

Allocation of Mentor:

- E - Governance shall allot mentors to the students from the list of mentors allocated to the department vide the Mentor allocation circular.
- Not more than 25 mentees to be allocated to each mentor.
- To the extent possible, the same mentor to continue for the entire duration of the degree Programme.
- In case of change in the mentor the same is to be noted on the mentor's card Head of the department / faculty advisor may act as additional/ adhoc mentor as and when deemed fit.

Mentoring Document:

- Mentoring note to be assigned to all students. It Contains :
  - ❖ Student personal information
  - ❖ Achievements & Awards
  - ❖ Semester wise Mark Details
  - ❖ Academic Card- semester wise internal assessment marks and record of arrears
  - ❖ Student to update marks/ participations/ achievements in the mentoring note before each mentoring session. Mentor to recognize these and encourage further participation.
  - ❖ Minutes of mentoring session to be maintained by the mentor and updated in the mentoring card as and when possible.
- The mentoring note is strictly confidential and is to be kept in the safe custody of the Mentor. They can be returned to the E - governance as and when they complete the course.

Mentoring - Modus Operandi:

- Mentor to familiarize herself with the mentee's personal background during the first mentoring session.
- During the mentoring session the Mentor must
  - ❖ Provide Academic counselling - importance of regularity, punctuality, performance in online classes, tests and examinations.
  - ❖ Track the status of arrears of previous semesters if any.
  - ❖ Provide career guidance and support
  - ❖ Provide Emotional support in personal and domestic issues.
- One session per semester to be organized for final year students for career planning.

V. Devi

Dr.V.DEVI M.B.A., M.C.A., M.Phil.,Ph.D
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Mentoring Report:

Report of mentoring session to be submitted to the Principal on or before the date given in the circular. Report must contain

- ❖ List of students not reported for mentoring sessions with reasons
- ❖ Students requiring additional mentoring/ counselling
- ❖ Any other exceptional issues.

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