

GOVERNMENT DEGREE COLLEGE FOR WOMEN

BEGUMPET, HYDERABAD – 500 016



Dr.K.Padmavathi, M.Sc., Ph.D.
PRINCIPAL

(Autonomous - Affiliated to Osmania University)
Re-Accredited with 'B+' Grade by NAAC

☎: 27766536
Cell: 9441071491
E-mail: gdcwbpthyd@gmail.com
Website: www.gdcwbegumpet.com

OUR MOTTO: 'LEARNING IS THE BEST ORNAMENT'

POLICY ON STUDENT MENTORING

In the context of higher education GDC(W) Begumpet college mentoring may be recognised as a strategy required by the students to achieve learning goals with emotional and instrumental support.

The student mentorship program will incorporate the support of faculty members as mentors to all the students in the college. Each student shall be assigned a mentor to overcome the hurdles to achieve the goals desired by them in their academic career

Objectives of student mentorship policy:

The target of this mentorship program is to identify fundamental mechanism that will:

1. Provide students with career and non academic counseling.
2. Provide students with information on preparatory courses such as skill courses, bridge courses etc for their academic prosperity.
3. Focus and motivate students to achieve learning goals and there by improve their academic performance.
4. Guide, encourage and achieve the students about their upcoming students life, student health, mental and emotional well being and listen to their issues with patience and help them solve their concern with appropriate resources, support and referral available.
5. Generate curiosity and interest in academics and other institutional activities amongst the students.

Elements of student mentorship policy:

The student mentorship program will help identify

- Under achiever students
- Realisation of desired outcome post mentory

- Mentors and students mentees will meet according to a pre arranged calendar, as well as per need of the student. They will be introduced to each other in the first few weeks after admission.
- Mentor and mentees should meet initially at least once a month. They are encouraged to meet socially periodically to build support within the team.
- Mentees are encouraged to initiate meetings with mentors.

Role and responsibility of the mentor

A mentor should wear multiple hats for effective mentoring the mentor should embrace the ability and willingness to

1. Coach to advise the mentors on how to accomplish their goals
2. Provide guidance and help to increase the mentees exposure to new experiences.
3. Teach to provide learning opportunities.
4. Counsel to enhance the mentees self esteem through supporting, non-judgmental discussions.
5. Communicate through active listening .Focus fully on the mentee and show active verbal and non -verbal signs of listening.
6. Share experiences and be open to sharing mistakes, failures and lessons learned.
7. Maintain strict confidentiality of the information shared by the mentee.
8. Be a role model to walk the talk and exhibit the behavior essential for success.
9. If at any time the mentor feels that the mentees need special counseling, the mentor may encourage the students to seek counseling with the professional expert - the student counselor.
10. If any student needs special academic tutoring the mentor may direct the mentees to an appropriate faculty and may even ask the faculty to help their mentees in a particular areas.

Mentees roles and responsibilities:

1. Mentee is responsible for initiating all contact with the mentor and should be prepared and punctual for the mentoring sessions.
2. Mentee is responsible for establishing the agenda for the conversation. The student might even email topics to the mentor ahead of time. At the beginning of each session the mentee should provide a brief update on progress since the last conversation.
3. Mentee should share his/her ideas, concerns and professional goals so, that the mentor is able to place the situation in perspective.
4. Mentee should establish a mutually agreeable plan for mentoring sessions. She should schedule the session on her calendar and build enough time around the sessions to prepare by

ensuring that conversation start and end on time. The mentee will demonstrate respect and responsibility.

Mentee should focus on the relationship rather than outcome. Mentors role is not to provide a job. It is to share valuable experience with the mentee.

Policy Title	Student Mentoring policy
Ratified by College Planning and Development Council	February 2020
Policy due for review	February 2022


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