

MADRAS SCHOOL OF SOCIAL WORK

32, Casa Major Road, Egmore, Chennai -08



Student Mentoring Policy

"You have to dream before your dreams come true"

- Dr.A.P.J.Abdul Kalam

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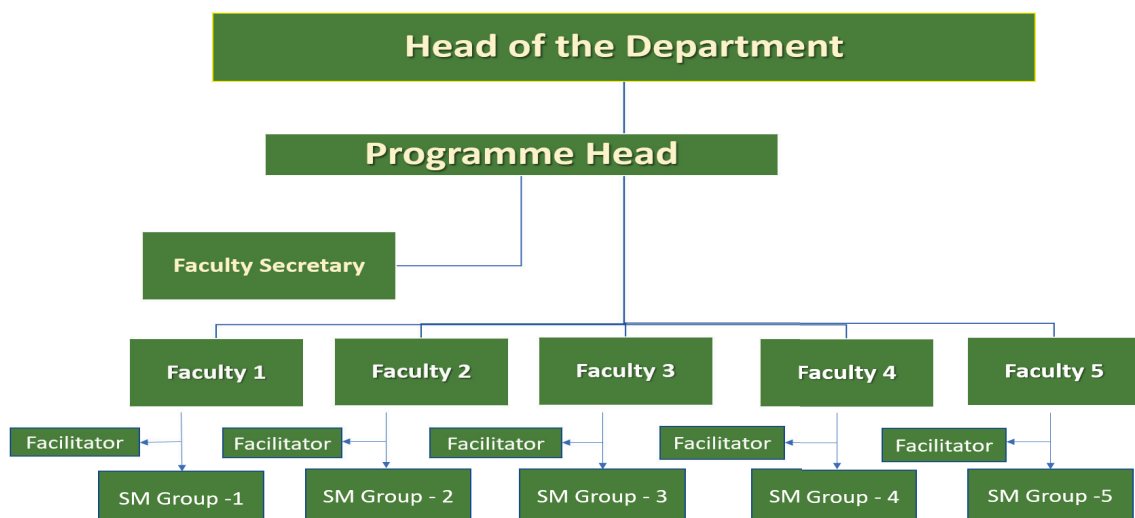
STUDENT's MENTORING POLICY for the Year 2020 -21

The goal of this student mentoring in Madras School of Social Work is to bring-out the hidden in build attributes of the students to compete with other students inside and outside the college in all curricular, co-curricular and extra-curricular activities. In some extent, the department is creating opportunity for their own betterment but also capable of sustaining society and nature and ultimately for the development of a college, state and Nation. The MSSW college environment is very new for them and they find the various difficulties in due course of their student life in all sort of their academic activities. Probably students fail to recognize the goals of the department and the college. So, the department's ultimate aim to develop the students' skills, knowledge and talents in their academic life throughout the course in this college. This was oriented in a college level during their Student Induction Programme (SIP) at that time of course inaugural and the same addressed in more specific manner in the subsequent department orientation which has been addressed by the Head of the department and allotted the experienced faculty members to the students in every academic year. The Student Mentoring Cell is having the following objectives and methodologies...

Objectives:

1. To identify hidden talents, skills and knowledge in the Human Resource and Organization Development Activities.
2. To develop their intervention and research related skills.
3. To ensure academic and professional performance of the students in curricular, co-curricular and extra-curricular activities inside and outside organization.
4. To inculcate the human values among the students and be an outstanding student of the department.
5. To resolve their problems faced by the students during their students' life at MSSW.

Organogram of Student Mentoring in the Department Level:



Methodology of Mentoring:

- It **SHOULD NOT** be like Do's and Don'ts or lecture session.
- It should be Discussion Oriented and real-life activities.
- The discussions should be thought provoking. Teachers should not over emphasis his/her thoughts. It is essential for giving exposure, guiding thoughts, and realizing values & ethics.
- Following are the topics for discussions during mentoring session:
 - ✓ Students aspirations, family expectation and value of human life.
 - ✓ Gratitude towards people helping them and honoring elders.
 - ✓ Self-satisfaction of individual Needs and importance of life.
 - ✓ Peer pressure and influence.
 - ✓ Academic Prosperity
 - ✓ Maintenance of good reputation and relationships.

Programme Details/ Guidelines:

1. In continuation with a Student Induction Programme (SIP), all the class teachers will be given with the group of students (Mentee) to the faculty Secretary and the faculty secretary will send all those allotted lists to the concerned faculty members through mail along with mentoring attendance and students' record. The mentor could start the session with the mentee after assigning in.
2. There is a maximum of 10 mentee per mentor. A guide (Out-going or senior student) or facilitator should be included for every group.
3. The assigned groups are to be remain for entire course duration (2years).
4. The mentor should conduct regular meetings and discussions on any problem such as academic, financial, psychological, etc.
5. There should be a continuous review of students' progress.
6. The mentor should keep the record of all details in the mentoring session.
7. The mentor should identify the poor learners and interact with them to resolve the cause. And link with high performers of the class for extra-learning from them.
8. The mentor can involve the Parents, Head, IQAC Coordinator, Dean and Principal for reforming of the student with poor performance and indifferent behavior.
9. The mentee could be referred to Institutional Counsellor in case any disciplinary action or violation code of conduct in continuously.

Follow up after Student Induction Programme

In same Semester

- ✓ Meeting with faculty mentor for an hour every week
- ✓ Informal meeting could be arranged during tea and snack break at College campus.
- ✓ Virtual meeting could be arranged with the prior intimation to HOD or Faculty Secretary.
- ✓ Groups can meet on their own or more often with availability of mentor.

- ✓ Other activities for building relationships and social sensitization such as Corporates Talk & walk, meeting department's alumni's visits to a company, Corporates, Its and MNCs etc.
- **Subsequent Semesters**
 - ✓ Maintaining the continuity of mentoring session in the previous semester.
 - ✓ At the start of semester, conduct a three-day activity for follow up -
 1. Show inspiring film or documentaries made by the alumni or senior students.
 2. Arrange cultural programme,
 3. Organise lectures of eminent people or Round table Conference with Corporates.
 - ✓ Group discussion in every month and Research discussion in every fortnight.

Areas of Review:

- **Attendance:** Mentor shall observe the attendance of the mentee. Mentor shall advise and take necessary actions about the attendance of mentee with regards to IQAC.
- **Academic matters:** During the continuous assessment of the mentee, mentor shall keep the track of the overall academic performance of the mentee through counseling, by arranging remedial Coaching or any special lecture/guest lectures, workshops, if necessary.
- **Behavioral and discipline Matters**
- **Health and Physical Well being**
- **Achievements, Talent in Curricular, Co-curricular and Extra-curricular activities**

Duties/ Responsibilities of Mentor

- ✓ Introduction of group and discussion of the mentor - mentee system.
- ✓ Call of meeting and record of details in the form about goal setting & action planning, SWOC analysis and mentoring session.
- ✓ Keep a track record of attendance and academic performance and behavioral aspect.
- ✓ Support to the student academically and emotionally.
- ✓ Contact to parents and to inform them about the progress of their ward after PTA meeting in the college.
- ✓ Arrange remedial teaching in tough subjects or failed subjects, if necessary.

Duties/ Responsibilities of Mentee

- ✓ Attend meeting regularly.
- ✓ Fill the personal information in the form.
- ✓ Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to mentor.
- ✓ Seek advice from mentor whenever required. In case feeling shy to share their personal problems with their allotted mentee, it can be addressed to the HODs or faculty secretary.