

# **BEST PRACTICE - II**

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## **MENTORING SYSTEM**



**GOVERNMENT AIZAWL COLLEGE**

B+ in 3<sup>rd</sup> Cycle of NAAC Accreditation

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## **II. MENTORING SYSTEM**

### **Concept of Mentoring:**

Mentoring is often described as a professional, one-to-one relationship in which an experienced person (Mentor/Teacher) assists a less experienced person (Mentee/Student) in developing specific skills and knowledge that will enhance their academic, professional and personal development. The mentoring relationship is built on mutual trust, respect, and communication, and involves both parties meeting regularly to exchange ideas, discuss progress and set goals for further development.

A mentoring system was introduced in the institution to provide a better understanding of individual students and bring out their highest potential. It also appears to be the most effective method for reducing disciplinary actions.

### **Composition of the Cell:**

Mentoring Cell, Govt. Aizawl College was reconstituted by the competent authority of the College on 9<sup>th</sup> November, 2022. The Mentoring Cell comprises of chairperson, secretary and members from various departments appointed by the college.

### **Objectives of Mentoring Cell:**

1. Provide counselling, advice and guidance to students who face problems related to academic, health, financial, mental, emotional well-being, social and any other personal issues
2. Help the students to solve their problems with appropriate resources and emotional support
3. Identify academically weak students and suggest appropriate remedial measures
4. Provide a reliable and comprehensive support system to motivate students to excel both in academic and non-academic fields
5. Motivate and inspire students to achieve learning goals and thereby improve their academic performance.
6. Develop interest amongst the students in academics and other co-curricular activities of the institution

### **Nature of Work of Mentoring Cell**

1. Establish mutual understanding and relationship between the mentor and the mentee
2. Help student understand their tendencies, interests and abilities
3. Deal with related issues for holistic development of the students
4. Maintain records containing information of student's details (attendance, performance and discipline) and academic performance
5. Provide confidential and personal advice concerning life situations which may affect the student's learning and personal development
6. Foster problem-solving attitude and self-introspection in the students

### **Policy of Mentoring Cell**

1. Mentoring is to be given for personal development and academic progress of the mentees.
2. Mentoring should be done on a one-on-one interaction basis to ensure that any discussion between the mentor and the mentee remains confidential.
3. The teacher-mentor should mentor the same group of mentees from the 1<sup>st</sup> Semester to the 6<sup>th</sup> Semester so as to ensure consistent mentoring.
4. The mentor should identify the poor/slow learners of his/her mentees and take remedial measures for the cause.
5. Mentoring is meant to address student's attitudes, habits and understanding about their learning and academic progress.

### **Action Plan of Mentoring Cell**

The following points are identified as Action Plan of the Cell

1. To organise capacity building programme on mentoring for teachers.
2. To organise mentoring week at the start of every new semester.
3. To formulate pro-forma for the following mentoring forms –
  - Report on mentoring session
  - Teacher's report on mentoring

### **Guidelines**

1. Every student shall have their respective mentors assigned to them.
2. Student-Mentee will meet their respective mentors as and when needed.
3. List of mentor-mentee must be prepared by all the departments and submit a copy to the Mentoring Cell within one month from the commencement of every new academic session. In case there is changes in the list due to change in core subject and/or in any other circumstances, the department concerned shall send notification to the Mentoring Cell accordingly.
4. Each teacher-mentor shall create their respective mentoring group using information and communication technology platform for easy flow of communication.
5. Mentoring Log Book was introduced from Odd Semester 2023 onwards and it will be maintained and kept by all the student-mentee from their 1<sup>st</sup> semester till 4<sup>th</sup> (PG) & 6<sup>th</sup> (UG) semester. Details of every mentoring session must be recorded and duly signed by their mentor. Mentoring Log Book must be properly maintained by the mentee/student.
6. It is mandatory for all the mentees to meet their respective teacher-mentor for mentoring session at least once in every semester.
7. In every mentoring session, Mentoring Log Book must be produced by the mentee.
8. It is mandatory to produce Mentoring Log Book while collecting admit card for MZU semester examination. Students can repurchase the Mentoring Log book if lost.
9. Mentoring Week must be conducted at least once in a semester. Record of the mentoring session shall be maintained in the Mentoring Log Book. Further, format prepared by mentoring cell for report on mentoring session and teacher's report on

mentoring shall be duly filed and submitted to the Head of Department for onward submission to the Mentoring Cell within one week after completion of mentoring week.

### **Tools**

1. Mentoring Log Book for Undergraduate and Post Graduate students.
2. Report form for mentoring session
3. Form for Teacher's report on mentoring
4. Form for list of mentor-mentee for all the departments

### **Implementation/Execution**

1. Mentoring Log Book was prepared by the mentoring cell and it is being utilized by the first-year students of UG and PG since July 2023.
2. Capacity building for teachers on mentoring was organised for effective implementation.
3. List of mentor-mentee for all the department is compiled and kept in record.
4. Mentoring day was observed on 9<sup>th</sup> August 2023 (Wednesday) for UG and 21<sup>st</sup> September 2023 for PG.
5. Report on mentoring session is compiled.

### **Outcome/Results**

1. Built closer relationship between teacher-mentor and the student-mentee.
2. Create awareness on financial issues of the mentee.
3. Helps to understand issues faced by the students on their academics and learning development.
4. Identification on learning ability (slow/fast learner) of the students.
  - a) It measured operational efficiency.



  
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