

Guru Nanak College (Autonomous)

(Affiliated to University of Madras & Re-Accredited At "A" Grade by NAAC) No. 161, Guru Nanak Salai, Velachery, Chennai - 600042, Tamil Nadu Website: www.gurunanakcollege.edu.in

2.3.3 Ratio of students to mentor for academic and other related issues

Supporting Documents

Mentoring Policy & Mentoring System - Screenshot

|| 2020-21 ||



GURU NANAK COLLEGE (AUTONOMOUS)

Guru Nanak Salai, Velachery, Chennai - 42
Affiliated to the University of Madras
Re -Accredited @ 'A Grade' by NAAC
A Unit of Guru Nanak Educational Society ®

Office: 2245 1746 / 2244 4621

Hostel: 2245 1273 Fax: (044) 2244 7373

Email : principal@gurunanakcollege.edu.in Web : www.gurunanakcollege.edu.in

Sardar Rajinder Singh Bhasin President

Sardar Manjit Singh Nayar General Secretary & Correspondent Dr. M.G. Ragunathan M.Sc., M.Phil., Ph.D., PGDESD

Principal

Mentoring Policy

Guru Nanak College is devoted to empowering students to access support mechanisms to meet both their academic and non-academic arenas and to make the best of their life at the college. The Mentoring policy of our college applies to all mentors and mentees who take part in the transformation. It aims to guarantee that learners have the opportunity to work with a mentor who will give direction and guidance on academics, co-curricular and extracurricular activities. Hence, a special association is shaped for better understanding of the student's ambition, strengths and weaknesses. The College is committed to review the efficiency of the Mentee Mentoring Policy on a regular basis and making changes as and when required in response to the needs of the students.

OBJECTIVES

- To create a positive partnership between two individuals, the mentor and the mentee for the development and growth of the mentee.
- To offer a consistent, inclusive support system and to motivate students to excel in both academic and non-academic fields.
- 3. To ensure that the students adapt to the vibrant learning environment and lead their ways into highly successful careers and personal life.

BENEFITS OF MENTORING SYSTEM

- 1. The Mentoring can offer valuable support for the mentees at critical points in their college life
- 2. The students are being encouraged and empowered to attain their goals
- The system helps the mentee to recognise and rectify the gaps in generic skills and knowledge

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GURU NANAK SALAI, VELACHERY
CHENNAI-600 042

New No.161, Old No.53, Guru Nanak Salai, Velachery, Chennai-600 042.

Phone: 22552080 Email: gnccao@gmail.com / gnesvelachery2015@gmail.com

- 4. The Mentees are mentored aptly to increase productivity and have better time management
- 5. The system provides psychosocial support for the students and in turn develops confidence to face challenges in their career growth
- The Students will be able to develop strategic plans to deal with both personal and academic issues.

MENTOR ALLOTMENT MECHANISM

- 1. The Students after getting admitted into the Institution, shall be divided into small groups.
- 2. The Head of the Department shall allocate a small group of students to each mentor.
- 3. The allotment will be as follows:
 - i. Under Graduate Programmes: 25
 - Post Graduate Programmes: 20
- 4. The Head of the Institution will verify the allotment list of each department.
- 5. The Mentor shall be given an orientation on mentoring.

RESPONSIBILITIES OF MENTORS

- A Mentor shall be allocated, a group of students (Mentees) who will remain associated with same mentor for his/her full duration of study
- 2. The Mentors will assist the students to understand the challenges and opportunities present in the college and to develop a smooth transition to campus life.
- All Mentors should keep a confidential data sheet about their mentees which records the mentoring done by them

PRINCIPAL

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- 4. The Mentors will give their finest effort to motivate the students and counsel them about the importance of Classroom Learning
- 5. A Mentor monitors the academic progress of the mentees and also provide them counselling on personal matters, which will help to reduce the rate of dropout of students
- 6. The Mentors should interact periodically with the mentees to review their gained experience and to inspire them to set objectives for the next period
- 7. Mentors will play the major role in pointing out the slow learners and give special attention to them. This may help the students to clear and score good marks their examinations.
- 8. The Mentors to meet the parents of their respective group and update their wards performance in academic and non academic status.
- If at any time, the mentor feel that the mentees need special counselling, the mentor may
 encourage the students to seek counselling with the professional expert the Student
 Counsellor, appointed by the College.

RESPONSIBILITIES OF MENTEES

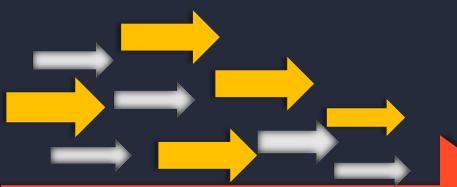
- The Mentee is the student who wishes to absorb the support of the mentor in order to achieve his/her ambition
- A Mentee is responsible for commencing all connection with the mentor and should be organised and punctual for the mentoring sessions
- 3. A Mentee should share his/her ideas, concerns and professional goals to the mentor
- 4. The Mentee should ask straight questions about what he/she want to know and shouldn't be shy about asking and responsible for ensuring, the conversation meets, his/her needs.

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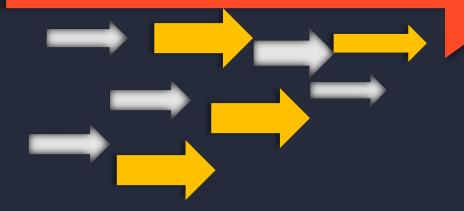
Mentoring



System



Learn, Lead & Transform





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Contents Mentoring System

- **O1** Introduction
- 02 Objectives
- 03 Benefits of Mentoring System
- **O4** Mentor Allotment Mechanism
- 05 Responsibilities of Mentor
- 06 Responsibilities of Mentees
- O7 Screenshot of Online Mentoring System

Introduction

Guru Nanak College is devoted to empowering students to access support mechanisms to meet both their academic and non-academic arenas and to make the best of their life at the college.

The Mentoring policy of our college applies to all mentors and mentees who take part in the transformation. It aims to guarantee that learners have the opportunity to work with a mentor who will give direction and guidance on academics, co-curricular and extracurricular activities. Hence, a special association is shaped for better understanding of the student's ambition, strengths and weaknesses.

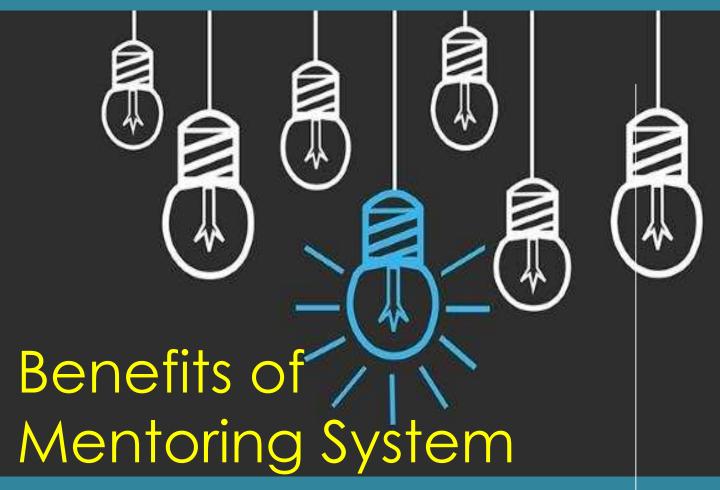
Mentoring



Objectives

- To create a positive partnership between two individuals, the mentor and the mentee for the development and growth of the mentee.
- To offer a consistent, inclusive support system and to motivate students to excel in both academic and nonacademic fields.
- To ensure that the students adapt to the vibrant learning environment and lead their ways into highly successful careers and personal life.





- The Mentoring can offer valuable support for the mentees at critical points in their college life
- The students are being encouraged and empowered to attain their goals
- The system helps the mentee to recognise and rectify the gaps in generic skills and knowledge
- The Mentees are mentored aptly to increase productivity and have better time management
- The system provides psychosocial support for the students and in turn develops confidence to face challenges in their career growth
- The Students will be able to develop strategic plans to deal with both personal and academic issues

Mentor Allotment Mechanism

Allotment of Mentors by HOD

Approval by the Head of Institution

Orientation on Mentoring

Setting Objectives

Tracking the Progress

Allotment

Under Graduate Programmes: 25

Post Graduate Programmes:



- A Mentor shall be allocated, a group of students (Mentees) who will remain associated with same mentor for his/her full duration of study
- The Mentors will assist the students to understand the challenges and opportunities present in the college and to develop a smooth transition to campus life.
- All Mentors should keep a confidential data sheet about their mentees which records the mentoring done by them
- The Mentors will give their finest effort to motivate the students and counsel them about the importance of Classroom Learning
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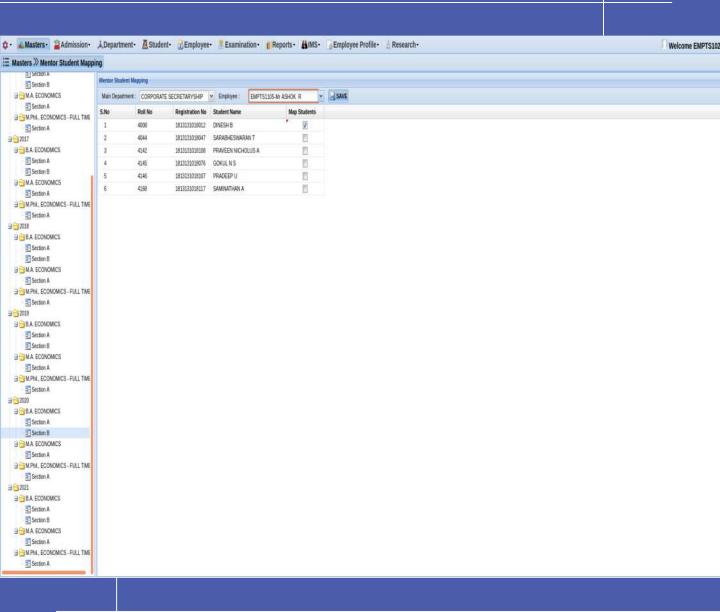
Responsibilities of a Mentor

IMPROVE
SUCCESS
TRAINING
MOTIVATE
COACHING
INSPIRE

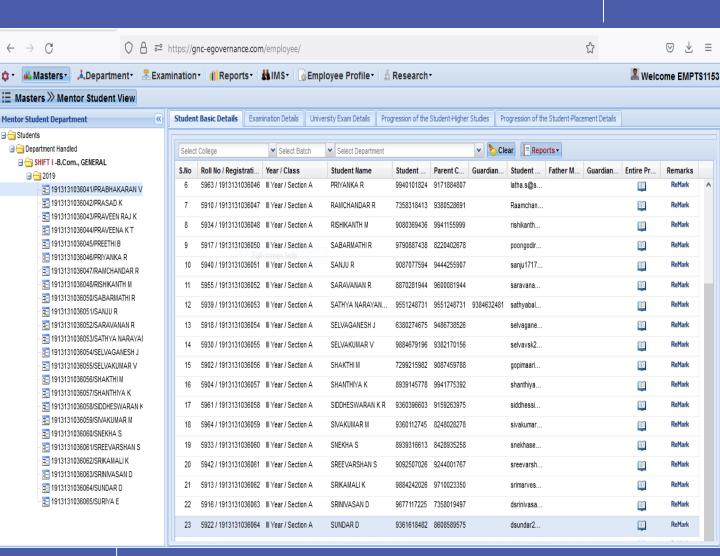
Responsibilities of a Mentee

- A Mentee is responsible for commencing all connection with the mentor and should be organised and punctual for the mentoring sessions
- A Mentee should share his/her ideas, concerns and professional goals to the mentor
- The Mentee should ask straight questions about what he/she want to know and shouldn't be shy about asking and responsible for ensuring, the conversation meets, his/her needs





Provision for Mentor Mentee Mapping in HOD Login



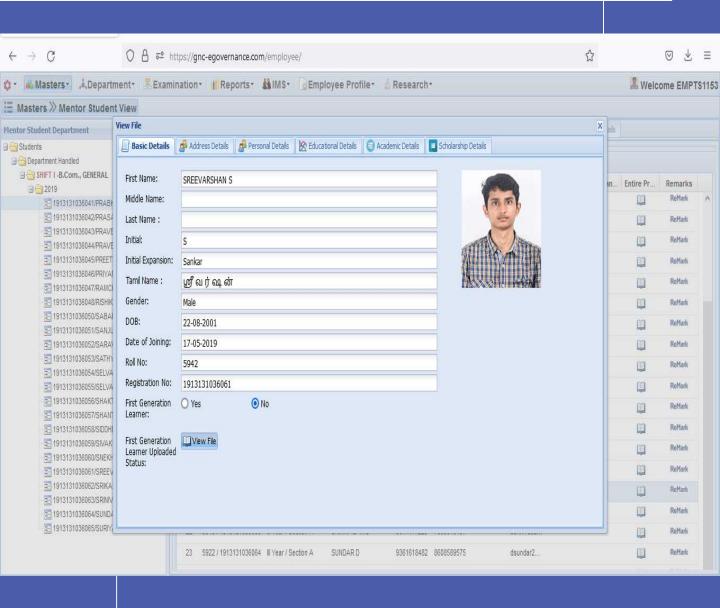
Mentor Login

Online Mentoring System

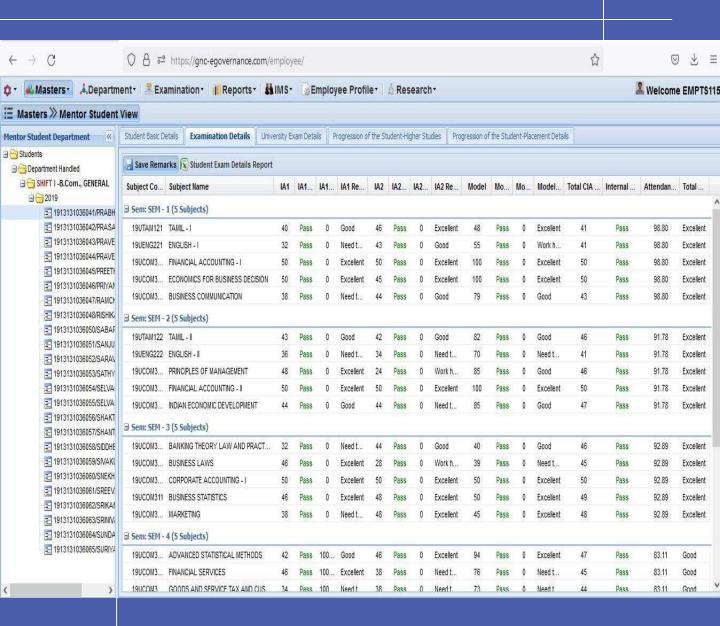
Provision for the Mentor to view

- Basic Details
- Address Details
- Personal Details
- Education Details
- Academic Examinations, Projects, Internships, MOOC Courses,
- Co-Curricular & Extracurricular and Extension Details

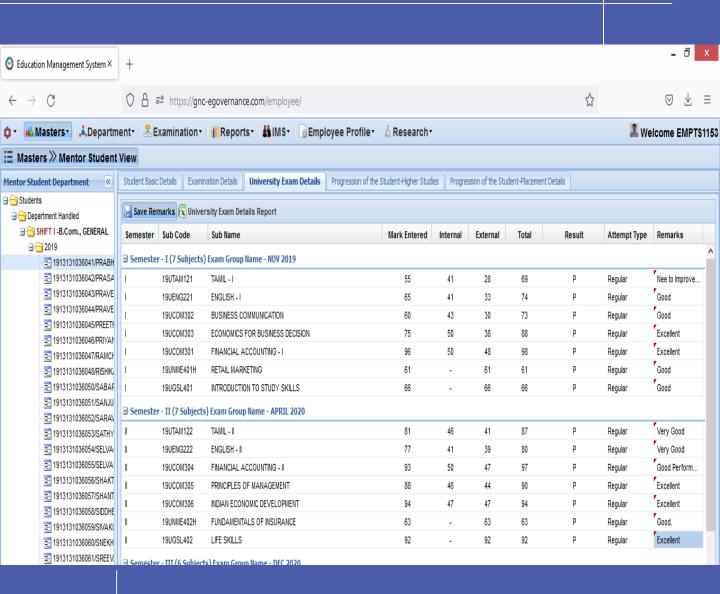
MENTORING



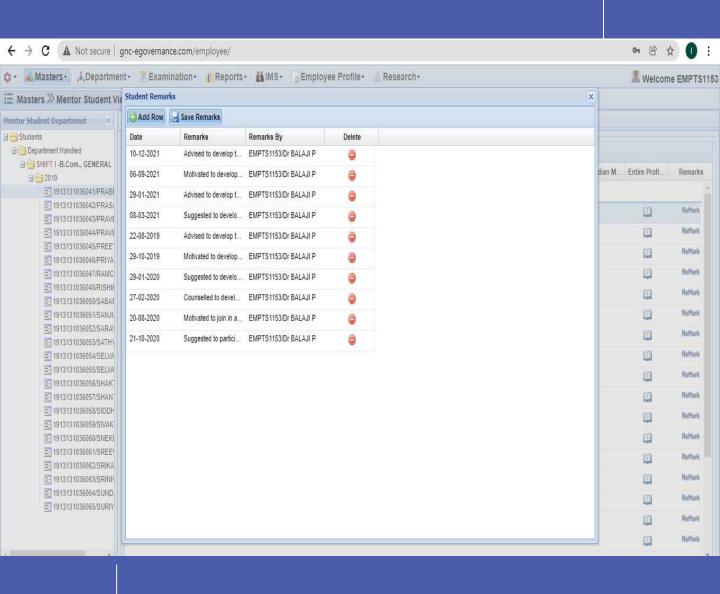
Student Profile View in Mentor Login



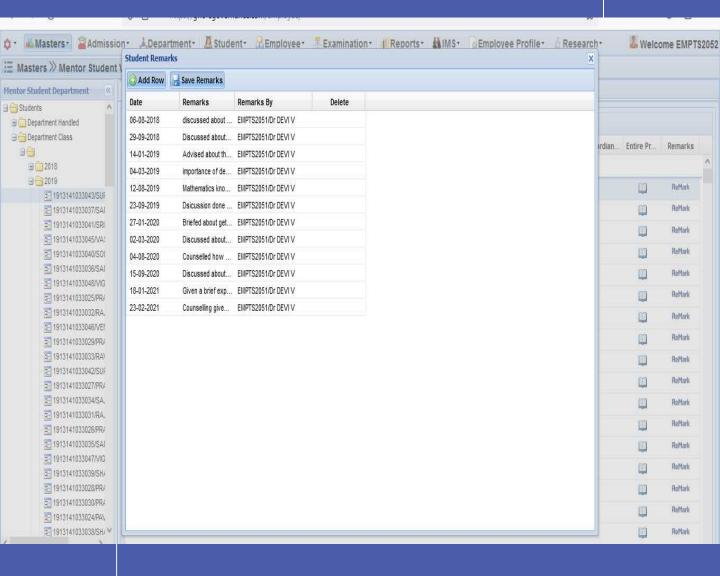
Internal Mark View & Attendance View in Mentor Login & Provision to Enter Remarks for Each Test



End Semester View in Mentor Login

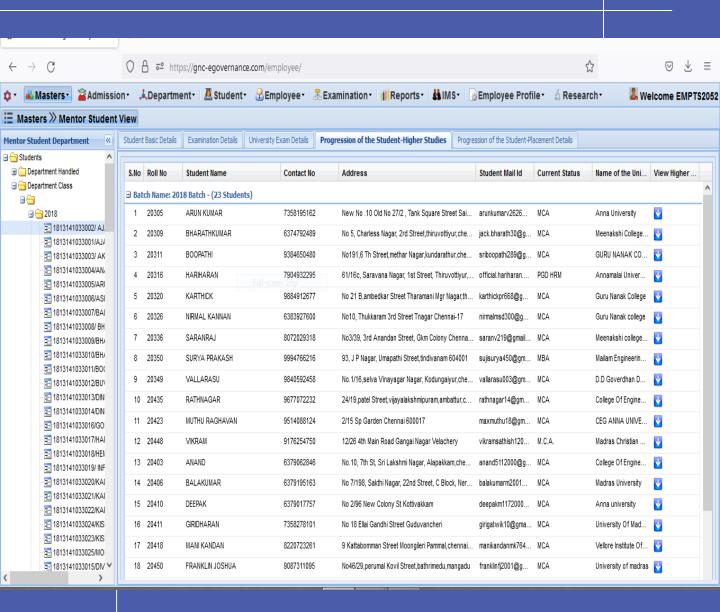


Provision to Record the Remarks on his/her Mentee Progression

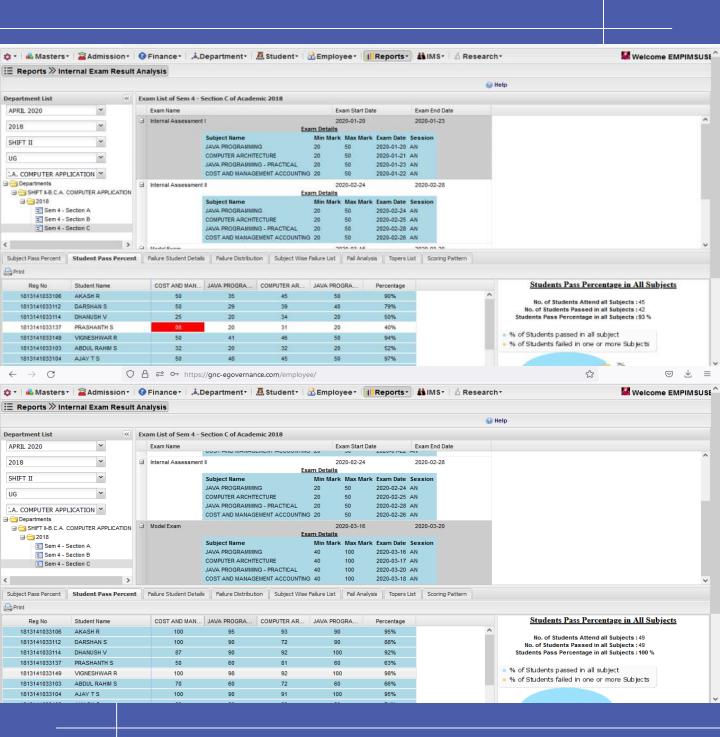


Provision to View Profile and Remarks / Progress of all Mentees in HoD Login

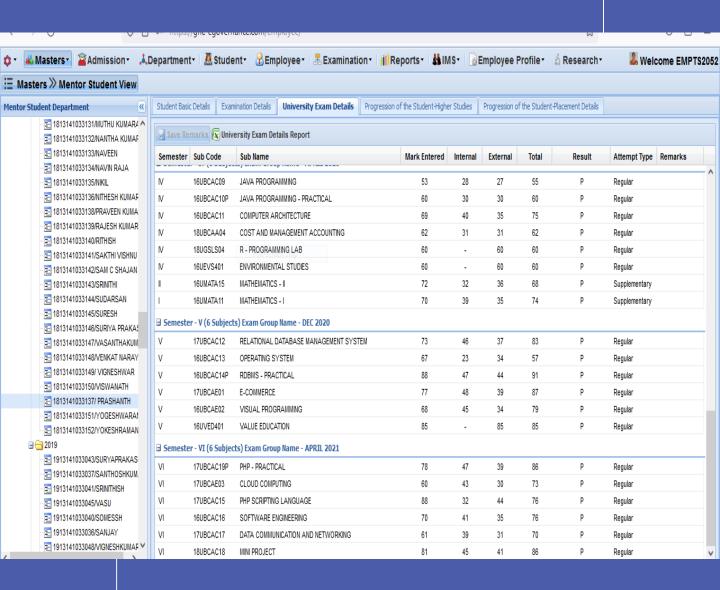
Provision for HOD to Enter Remarks



Student Progression After Graduation / Completion of the Course



Internal Mark Analysis Report. Based on the Performance, Remedial Classes are arranged



Tracking of Progression in End Semester After Conducting Remedial Classes for Slow Learners



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