



PAYYANUR COLLEGE, PAYYANUR

(AFFILIATED TO KANNUR UNIVERSITY, ACCREDITED BY NAAC AT 'B+' GRADE)

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CIRCULAR

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As proposed by the IQAC, it is decided to start mentoring system for students from the academic year 2021-22. The system shall be introduced for the First semester and Third semester UG students and First Semester PG students in the current year. Mentor diary will be provided for each mentee, which has to be regularly updated and kept confidentially with the mentor. Detailed allotment of mentees to mentors and general guidelines of the mentoring system are attached herewith for strict compliance. For further clarifications contact Dr. Prajitha P., Convenor, Mentoring and Tutorial Committee.




Prof. (Dr) Santhosh V. M.,
Principal,
Payyanur College, Payyanur

GENERAL INSTRUCTIONS TO MENTORS

- Keep the Mentor Diary of each student updated always.
- Conduct an orientation meeting for the freshers in the first week to enlighten them on the benefits of the mentoring system.
- Always keep very healthy and loving personal and professional relationship with the mentees.
- Keep a healthy relationship with the parents of the mentees.
- You may select a student co-ordinator for effective implementation of the system; however, try to rotate the co-ordinatorship so that all mentees will get chance to develop their leadership skills.
- In case any mentee needs additional academic support, arrange the same in consultation with the respective teacher.
- Track the attendance record of the mentees every month, identify mentees with low attendance/drop outs and take measures to bring them back to the mainstream.
- Identify those in need of midday meal scheme and/or financial support, and refer the case to the respective committee/Principal.
- If any of the mentees need counselling support, arrange it through proper channel and keep the matter confidential.
- Ensure that the mentees make good use of the college library and other learning resources.
- Identify mentees with sports talent and refer the case to the Dept. of Physical Education.
- Identify mentees with arts/cultural/literary talent and refer the case to the Fine Arts Advisor.
- Identify differently-abled mentees and seek the support of the respective committee in any special assistance is needed.
- Motivate the mentees to take part in the general student activities of the college in addition to regular learning.
- You may also make arrangements for Peer Mentoring.
- Prepare the progress chart of the mentees and identify areas that need to be strengthened.
- Identify reasons for poor performance (illness, domestic disturbances, personal obstacles & so on) and work out remedies through proper discussion with them and also their teachers and parents, wherever necessary.
- Need-based individual or group mentoring sessions can be conducted.
- The mentoring activity (personal interaction sessions, group sessions, invited talks, expert sessions etc.) should aim at the holistic well being of the mentees.
- Obtain annual written feedback from the mentee about the mentoring process
- Meet the mentees at least twice in a month and record the same in the Mentor Diary.
- Obtain the signature of the HoD in the Mentor Diary at the end of every month and of the Principal in every three months.




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