

# Holy Cross College, Agartala

Affiliated to Tripura University

## POLICY FOR MENTORING OF STUDENTS

In the context of higher education in the Holy Cross College, mentoring is recognized as a strategy required by the students to achieve learning goals with emotional and instrumental support. Thus, the student mentorship programme incorporates the support of faculty members as “Mentors” to all the students in the college. This policy aims to ensure that learners have the opportunity to work with a mentor who will offer support and guidance on academic issues. Thus, a personal relationship is created for better understanding of the student’s aspiration, strengths and weaknesses.

This Policy is underpinned by the following key principles:

- Our learners must be supported to achieve their potential while at college, in an environment where their wellbeing is fulfilled
- Learners who are at-risk of drop-out will have the opportunity to work with a mentor whose role will be to provide them with additional support in academic issues.
- Mentors will help the students to understand the challenges and opportunities present in the college and develop a smooth transition to campus life.
- At the end of each academic session, every department will submit a brief summary report on mentoring to college authority.

### SCHEDULE OF MEETINGS

Mentors and student mentees will meet according to a pre-arranged schedule prepared by the respective departments, as well as according to the need of the student. Mentors and mentees should meet at least once a semester. Mentees are encouraged to initiate meetings with mentors.

### ROLE AND RESPONSIBILITIES OF THE MENTOR

A mentor should wear multiple hats. For effective mentoring, the mentor should embrace the ability and willingness to :-

1. Coach the mentees through interaction on how to accomplish their goals
2. Provide guidance and help to increase the mentee’s exposure to new experiences.
3. Teach & provide learning opportunities.
4. Counsel for enhancing the mentee's self-esteem through supportive, 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 behaviours essential for success

### **MENTEE'S ROLES AND RESPONSIBILITIES**

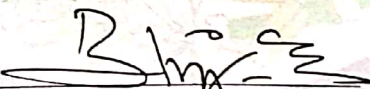
1. Mentee is responsible for initiating all communication with the mentor and should be prepared and punctual for the mentoring sessions.
2. Mentee is responsible for establishing the agenda for the conversation.
3. Mentee should share his/her ideas, concerns, difficulties and professional goals so that the mentor is able to place the situation in perspective.
4. Mentee should ask direct questions about what he/she must want to know and shouldn't be shy about asking. Mentee is responsible for ensuring the conversation meets his/her needs.

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