



# St Joseph College of Communication

Media Village, Changanassery  
Affiliated to Mahatma Gandhi University, Kottayam, Kerala

Vision: Transforming Media for a Wholesome World

Founded in 2004

## Mentoring Policy

<b>Responsible Executive</b>	Coordinator (Mentoring), St Joseph College of Communication
<b>Responsible Office</b>	Mentoring and Counselling Office, St Joseph College of Communication
<b>Date Issued</b>	November 2020
<b>Date Last Revised</b>	November 2023

### 1. Statement of Policy

Students of the 21<sup>st</sup> century undergo a lot of crises in their lives. Many of them are disorientated and frustrated. The excessive use of social media and other unhealthy practices and relationships often lead to aberrant behaviour, depression, anxiety and suicidal tendencies. Family problems aggravate this crisis. A strong interpersonal relationship between teachers and students can help a great deal in overcoming this crisis and motivate students to fulfil their academic and social responsibilities. Hence the importance of mentoring.

- The mentoring system in St Joseph College of Communication is educative in focus and aims at providing support and encouragement to all students on the campus in all matters – curricular and co-curricular activities.
- It aims at moulding students to become ideal SJCCians and responsible citizens by providing maximum individual care and guidance.
- Every student is assigned to a particular teacher who will be his/her mentor. A mentor is in charge of twenty-five students. The limited number of students helps

mentors to give personal care and attention to their mentees. It also enables mentors to meet mentees often to support them in overcoming the crises in their academic, social and personal lives.

- The Peer Mentoring system, supported by two counsellors of SJCC, aims at identifying the problems of students at the earliest by their peers and providing immediate support to students through peer mentors. Peer Mentors shall bring to the attention of the mentor about the various problems being faced by students which will help in the timely intervention by the mentor.
- The college has a four-tier mentoring system. It consists of peer mentors, mentors, Heads of Departments and the Principal of the college. There is a mentoring cell to coordinate these activities. It consists of a coordinator and three teachers and among them, one is a lady representative.

## 2. Objectives

- St Joseph College of Communication introduced the mentoring system to provide support and encouragement to all students on the campus in their academic and non-academic matters. It also aims at providing emotional and psychological support to students to overcome their emotional disturbances and face boldly the challenges in their academic, social and personal lives.
- The support and guidance provided to students help them to develop their potential and capabilities. It aims at the holistic development of every student.

## 3. Individuals and entities affected by this Policy

Students of St Joseph College of Communication are the beneficiaries of this mentoring system.

## 4. Roles & Responsibilities

- The mentor has to maintain the mentor's file provided to him/her by the college. It should contain the addresses of his/her mentees, phone numbers, their marks of plus two/degree and the contact details of parents, guardians/wardens. It should also contain their important personal, familial and co-curricular details.

- The mentor shall establish a good rapport with his/her mentees and win their trust and confidence. He/She is guided by an empathetic attitude and should patiently listen to their problems and anxieties. Constructive and positive suggestions from the part of mentors can help them to tide over the crises in their academic and personal lives.
- The mentor shall arrange group meetings every month and provide general guidelines to mentees. They shall also conduct personal meetings with the mentees at least twice a semester and encourage them to attain their goals and ambitions.
- He/she shall assess the mentees' character and conduct and provide necessary corrective steps. Academically weak mentees have to be identified and necessary remedial teaching shall be provided.
- Act as a link between the authorities of the college and the wards.
- Inspire and motivate students to join NSS, Red Cross or various forums and clubs to inculcate a civic sense and to develop interpersonal relationships.
- Take necessary steps in arranging meetings with the parents and wards at least once a semester and evaluate the academic performances of mentees.
- Mentors should help the mentees cultivate a positive outlook and face the crises in life with courage and confidence. He/she should provide constructive feedback to one's mentees.
- The mentor should help the Heads of Departments maintain the discipline of their mentees on the campus.
- If a mentee is absent from the class for more than two days the mentor should contact the mentee's parent to know the reason for his absence. A copy of the leave letter shall be maintained by the mentor in a separate file.
- Mentors shall consult with teachers of their department as well as with teachers of other departments who engage classes for their mentees and evaluate their academic performances and behavioural changes.
- Identify students who are undergoing psychological and emotional disturbances and direct them to seek the help of the college counselling centre.

- Identify economically weaker students and help them to get financial support and other benefits from the Student's Support Cell.
- At the end of each year, the mentor should hand over the completed evaluation file to the mentoring cell which will be handed over to the same mentor after due scrutiny and evaluation. He/She should hand over the same file to the next mentor in charge.

The completed files at the end of the course shall be kept in the college office for three years for future reference.

## 5. Approval & Review Details

### **Approval Authority:**

Executive Director, St Joseph College of Communication

### **Officer In-charge:**

Coordinator (Mentoring), St Joseph College of Communication

**Approved on: November 2023**

**Next Review Date: November 2024**

## 6. Feedback:

Stakeholders may provide feedback about this document by e-mailing IQAC