

Dempo Charities Trust's  
**SRINIVASSA SINAI DEMPO COLLEGE OF COMMERCE AND ECONOMICS**  
Cujira-Bambolim, Goa.

**MENTORING POLICY**

**Objective**

The objective of this policy is to identify and initiate mechanisms to provide an individualized form of counseling and guidance to students. It aims to provide students with an opportunity to work with a mentor who will offer support and guidance on academic and behavioral issues. The mentor would also motivate the students to achieve their learning goals.

**Applicability**

All the students admitted in various programmes of the Institution.

**Strategic Approach**

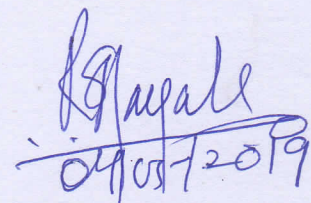
**Step 1: Define Key Roles**

**Mentor**

A mentor is a faculty member serving as both, a friend and a role model who supports, encourages and guides a student in his/her learning pursuits and growth. He/she is a link between the students and the institution.

**Mentee**

A mentee is a student who has identified a specific personal or professional issue or a goal and who believes that the guidance and support of a mentor will help them achieve their learning goal.

  
04/05/2019  
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Deendayal Integrated School Complex,  
Cujira - Goa.



## Step 2: Define mentor competencies

- **Desirable Mentor Competencies:**

- Good interpersonal skills
- Willingness & ability to devote time to the mentoring relationship.
- Institutional/Programme knowledge (structure, values, rules and regulations, processes etc)
- Maturity
- Good Problem solving skills
- Good communication skills
  - Listening skills
  - Ability to provide suggestions
  - Ability to give constructive feedback

## Step 3: Outline responsibilities

### Responsibilities of a Mentor

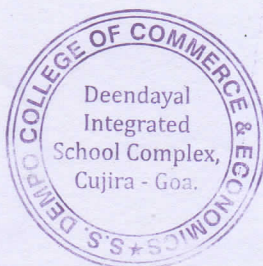
- Meet the group of students at least twice a term/semester.
- Continuously monitor, guide and motivate the students in all academic and non-academic matters.
- Advise students regarding choice of electives, project, summer training etc.
- Advise students in their career development/professional guidance.
- Provide support and advice on placements.
- Monitor the behavioral patterns and advise the students in case of any deviations.
- Redirect the students to the college counsellor for suitable advise on a case to case basis.
- Intimate HoD and suggest if any administrative action is called for.
- Monitor the detail progressive record of the student (format attached).

### Responsibilities of a Mentee

- Mentees should be regular and punctual for meetings with the mentor.
- They must adhere to the mentoring programme procedures.

## Step 4: Train Mentors

- All Mentors to be trained by the Institution in the areas of :
  - Understanding role and responsibilities of Mentors
  - Understanding Mentee expectations
  - Develop key skills for effective Mentoring
  - The Institution process of Mentoring



*RS Nayale*  
04/05/2019

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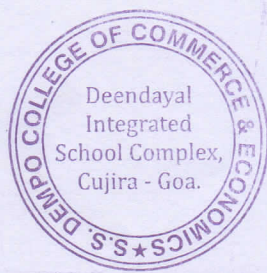
### Step 5: Assigning Mentees to Mentors

- The Vice-Principal/HoD will assign Mentor to the Mentees for every academic year

### Ownership of the Mentoring Process

- The Principal and Vice Principal will be responsible for providing strategic inputs on the Mentoring process.
- The process will be championed by the HoD's and Faculty members.
- The mentoring programme will be monitored by a committee consisting of the Principal and Vice Principal.

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