

**Govt College for Women (A) Guntur**  
**Internal Quality Assurance Cell**  
**Institutional Policies**  
**Student Mentoring Policy**

**Mission Statement**

Government College for Women will ensure that all the students receive care and guidance in matters pertaining to personal development, academics and career. The student mentoring Policy has been drafted with the objective of helping students in overcoming learning difficulties, physical and emotional disturbances which is very essential to achieve their cherished goals.

**Execution Procedure**

- A 'Ward Counselling/ Mentor & Mentee' committee is constituted at the college level with the Principal as the Chairman and one of the Teaching Staff members as the Convenor. All the teaching faculty and the elected representatives of the Student Union will act as members of this committee.
- The Ward Counselling/ Mentor & Mentee' Committee nominates a mentor/class teacher for each class. This selection will be made keeping in view the academic, career and the personal needs of that particular class or group.
- Each teacher will be allotted 24-30 wards to facilitate a one-to-one interaction and the teachers here after are referred to as 'Ward Counsellors/ Mentors'. They offer to provide constant support, encouragement and guidance throughout that academic year.
- The Mentors interact with their wards as often as they can. They conduct at least three personal counselling sessions in a Semester. They also plan and organize Parent-Teacher meetings at least once a semester.
- The Mentors maintain a record of their respective Mentees with personal details, academic progress, attendance, achievements, financial Status, health conditions, behaviour in the classroom, behaviour with peers, aptitude, hobbies, and career objectives.

- It is the responsibility of the Mentors to create awareness about the various facilities, Bridge Course, programmes, Value added Courses, Scholarships and schemes available in the college.
- The ward counsellors/ Mentors ensure that students receive attention and guidance in case of learning difficulties and other academic challenges. They direct their mentees to get the right information and advice with the help of other teachers.
- The financial constraints of the students, if any are immediately brought to the notice of the 'Aadarana Committee' so that their wards can be offered the required assistance.
- Separate Counselling sessions are planned for students with special needs and for those students who pass through a testing phase of their life at that time.
- Students with remarkable achievements in sports and fine arts at +2 level are identified and encouraged to pursue their interests with the help of the Administration, Physical director and Cultural Committee.
- The College Administration and organizes health camps for a periodical health check-up of the students.
- The College Administration organizes 'Career Guidance' programmes' by inviting experts from outside.
- Ward Counsellors/ Mentors advise the Administration in upgrading the infrastructural facilities according to the needs of the students.

### **Expected Outcome**

- Tracking of student performance on a regular basis.
- Improvement in the performance of slow learners.
- Channelization of the energies of Advanced learners
- Encouragement is offered to pursue an interest in sports and games.
- Interest is generated among students for an active participation in institutional activities.
- Optimum utilization of the available infrastructure
- Preferred solutions to check the various physical and emotional disturbances faced by the students
- Help to students in achieving their goals.
- Better bonding between students and teachers.