

## **GUIDELINES FOR COUNSELING & MENTORING**

A Mentor adorns the role of a second parent in whom the mentee confides. Holistic development of a mentee is the sole concern of a mentor.

- M - Motivate
- E - Encourage
- N - Notice
- T - Train
- O - Obliging
- R - Readiness

### **AIMS AND OBJECTIVES:**

Mentoring aims at providing complete motivation and support to students for their overall improvement and success. Help identify career paths for students and support students' personal growth. Provide an opportunity for students to learn and practice professional networking skills. Equip students with the understanding and tools to make ethical and informed decisions.

Holistic development of students is very important for our students to be socially responsible and to grow as nation builders.

To improve discipline and human interaction on the campus through the mentoring system.

"We are here to make you feel at Home."

In short a mentor is a Friend, Philosopher and Guide who strives for the betterment of his students with a selfless attitude like a parent.

### **ROLE OF A MENTOR**

- To provide opportunities for students to build academic, social and professional networks through various curricular and co-curricular activities through essential motivation and constant interaction with students.
- To assist students in feeling more connected to the campus and to academia.
- To support students to improve their ability to articulate and formulate plans to actively pursue and achieve their academic and career goals and instil a sense of social responsibility in them.

## **COUNSELING**

### **How can teachers serve as student counsellors?**

"Your life does not get better by chance; it gets better by change " – Jim Rohn

- Integrating body, mind and soul are very essential for every human life. Counselling becomes vital part of college life to give proper guidance to the students so that they learn from their mistakes and mould themselves responsibly at the right time.

- A counselling committee formed at our college interacts with students, when they come to know that a student has some problems (be it in academics or personal life).
- The student is put at ease by interacting with the committee members and a strict counseling is done to solve the problem of the student to the extent possible.
- Counselling in charge/ Mentor spends designated time (counselling done in third week of every month) to interact with students who need moral support, guidance and suggestions to increase their relaxation and confidence level in the institution.
- **The duties of a counsellor : (SSE)**

**1<sup>st</sup> level Support counselling-** becoming emphatic towards the emotional and familial problems that some students tell them, trying to understand the reasons which form the basis of some students' emotional disorders and their deviant behaviours.

- Listening to their student's problems
- Acting as a support system for their students
- Providing their student's clarity on some of the emotions they're feeling

**2<sup>nd</sup> level Scholarly counselling- positive communication and interrelationship**

- Evaluating a student's needs and developing resolution plans
- Guiding their students in expressing difficult feelings like guilt, fear, anger or resentment
- Helping their students make effective decisions to change their attitudes and behaviors

**3<sup>rd</sup> level educational counselling- Counselling and Orientation**

- Planning and implementing programmes for their students
- Following up with their students after every session to assess their progress
- Keeping confidential records of their students and monitoring their progress
- Building a relationship of trust and respect with their students

## REPORTING

- ❖ A Google sheet will be shared among all the mentors with the names of the respective students who have been allotted to them.
- ❖ The Google sheet will be accessible only to respective mentors and student counselling committee members.
- ❖ Mentors are requested to set up a meeting with the allotted students on or before the 25<sup>th</sup> of every month and evaluate/assess the progress of the students under the following heading
  - Attendance
  - Internal Assessment
  - Non-academic issues like Health issues, Attitude, Family issues, Personal issues, Psychological or Social issues, etc

- ❖ Mentors are to make an entry in the Google sheet immediately after meeting the student
- ❖ The students who require beyond mentorship support are directed to the core counselling committee members for seeking further action under the guidance of the Chairman and the student support centre, JSSAHER.

### **STUDENT COUNSELLING COMMITTEE**

Dr Dhakshaini MR – Chairman  
Dr Karthikeya Patil – Co - chairman  
Dr Avinash BS – Member  
Dr Meenakshi S - Member  
Dr Chanchala HP – Convener  
Mr Vishwanath – Student support centre, JSSAHER

### **STUDENT CONVENERS**

Aston vargheese, Shruti Patel - IV BDS Class Representative