****St. JOSEPH’S DEGREE COLLEGE**

## **Sunkesala Road, Kurnool – 518 004.A.P.**

(Affiliated to Rayalaseema University, Kurnool)

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**Mentor – Mentee Policy**

This policy aims to identify the strategies deployed to ensure outstanding levels of mentoring and guidance. Student mentoring in St.Joseph’s Degree College [SJDC] is defined as a one-to-one relationship between a student and the mentor that occurs over a prolonged period of time. The mentor provides consistent support, guidance and concrete help to a student.

The goal of student mentoring is to help all students involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential. SJDC will ensure that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

**Guidance**:  
It is vital that all students receive regular and informed guidance, have a wide range of experiences and understand where to get further information and advice.

This will be evident through a number of initiatives, including:

* Citizenship lessons
* Individual learning reviews and target setting.
* Career guidance
* Further and higher education guidance
* Workplace learning experiences offered
* Regular internal communications with students
* Community involvement opportunities.
* In some cases the relationship between the mentor and the mentee may be the only stability student knows. Therefore, the Institute stipulates that a student mentor spend a minimum of half an hour time every month with their mentee.

**Responsibilities of Mentor:**

* Maintain Mentor-Mentee Booklet.
* Keep contact details of students and parets
* Record of previous semester result
* Record of mentor student meeting (once in a month).
* Provide information about the students to the each teacher whenever required.
* Maintain record of monthly defaulter list.
* Telephonic call record of defaulter students should be maintained.
* Leave application form of students along with necessary documents should be kept.
* Maintain record of monthly undertakings of defaulter students.
* Maintain data of students achievements
* Maintain discipline among students

**Important notes about conduct and support:**

* Avoid making negative comments about instructors, assignments or texts.
* Be clear about expectations for academic honesty and integrity.
* Draw a clear line between friendship and mentoring

**Peer mentor:**

* Peer mentors can be defined as: “A body of students who have volunteered to undertake training so that they can offer support to other students experiencing particular problems and help to reduce the amount of bullying in the Institute.”
* The actual role of these students will be agreed between the students and the member of staff who coordinates them with an aim that these Peer mentors be a ‘port of call’ for students with problems.

Requirements to be a Peer Mentor:

* An overall average of 55%
* A mark of 75% and above attendance.

**Characteristics of a good Mentor:**

* A good mentor is someone who engages in a positive relationship with the student and gives them attention.
* The mentor needs to have positive self esteem, react well to stressful situations and tolerate frustrating situations.
* They need to listen well and communicate on a level that the student can understand not be judgmental.
* The mentor needs to provide leadership and guidance and be a positive role model, nurturing a relationship that respects the student’s dignity.
* The mentor must always show up on time for sessions, be committed and accept their responsibilities.
* A good mentor will reinforce the student’s successes and challenge them to do better and be willing to give them a fresh start if there are any lapses.
* They will not break the trust they have established.

Benefits of student mentoring programme:

* Students benefit by receiving the support and guidance of a caring adult or supportive peer and also by receiving assistance in their academic studies.
* Students will experience greater self-esteem and be motivated to succeed.
* They will also receive encouragements to stay in education and progress to further and/or higher education and receive assistance in choosing a career path.
* Student will also improve interpersonal relationships, such as with Institute the teaching staff and the student’s family.

Benefits of Peen Mentors:

* Peer mentors recognize that they can make a difference. As it is voluntary and therefore the students involved are motivated. It also helps to boost the self-esteem of those involved.
* They will gain new experience and knowledge about young people and contribute to the wider aims of community cohesion and regeneration.
* Peer mentoring provides realistic role models for other students and enables the volunteers to learn new and transferrable skills.

#### Mentee Information

**Academic Year 20 -20**

**Mentee’s information:**

Name:

Aadhar No.: Mobile No.:

Email: Category : OC/BC- /SC/ST/EWS

PH: Yes/ No (if yes : Visual/ Physical/ Mentally challenged) PH % :

**Father’s information**

Name: Education:

Mobile.No: Email:

Profession:

**Mother’s information**

Name: Education:

Mobile.No: Email:

Profession:

Address for correspondence:

Annual Income:

**Date of admission at SJDC:**

**Means of transport used to commute to the college:**

**Previous Academic record: (X, Intermediate or 10+2)**

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| --- | --- | --- | --- | --- | --- |
| **S.No** | **Class** | **Group** | **Year of**  **passing** | **Marks** | **Percentage/Grade** |
| 1 | X class | ----------- |  |  |  |
| 2 | Intermediate  First year |  |  |  |  |
| 3 | Intermediate  Second year |  |  |  |  |

**Medical Record:**

**Blood Group:**

**Allergies:**

**Any Health Issue:**

**What are your career Interests?**

**Hobbies/Skills:**

**Any achievements academic/non-academic:**

**Scholarship / Free-ship Beneficiary (if any):**

**Meeting record: First Semester**

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| **Date** | **Issue Discussed** | **Sign. of Mentee** |
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**Mentor Sign. Mentee signature**

**Meeting record: Second Semester:**

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| **Date** | **Issue Discussed** | **Sign. of Mentee** |
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**Mentor Sign. Mentee signature**

**Meeting record: Third Semester**

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| **Date** | **Issue Discussed** | **Sign. of Mentee** |
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**Mentor Sign. Mentee signature**

**Meeting record: Fourth Semester**

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| **Date** | **Issue Discussed** | **Sign. of Mentee** |
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**Mentor Sign. Mentee signature**

**Meeting record: Fifth Semester:**

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| **Date** | **Issue Discussed** | **Sign. of Mentee** |
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**Mentor Sign. Mentee signature**

**Meeting record: Sixth Semester**

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| **Date** | **Issue Discussed** | **Sign. of Mentee** |
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**Mentor Sign. Mentee signature**

**Core CoursesinUndergraduateprogram:**

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| **First Semester** | | | | | |
| **Class/Div.: RollNo.:** | | | | | |
| **CourseName andcode** | **MarksObtained** | | | | **Subjectteacher** |
| **Internal** | | **Average** | **External** |
| **Mid 1** | **Mid 2** |
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| **SecondSemester** | | | | | |
| **Class/Div.: RollNo.:** | | | | | |
| **CourseName andcode** | **MarksObtained** | | | | **Subjectteacher** |
| **Internal** | | **Average** | **External** |
| **Mid 1** | **Mid 2** |
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**Internship 1: Community service project:**

**Topic:**

**Area Selected:**

**Period: From - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marks Obtained: Credits:**

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| **ThirdSemester** | | | | | |
| **Class/Div.: RollNo.:** | | | | | |
| **CourseName andcode** | **MarksObtained** | | | | **Subjectteacher** |
| **Internal** | | **Average** | **External** |
| **Mid 1** | **Mid 2** |
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| **FourthSemester** | | | | | |
| **Class/Div.: RollNo.:** | | | | | |
| **CourseName andcode** | **MarksObtained** | | | | **Subjectteacher** |
| **Internal** | | **Average** | **External** |
| **Mid 1** | **Mid 2** |
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**Internship 2: (180 Hours)**

**Topic:**

**Organization:**

**Period: From - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marks Obtained: Credits:**

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| **Fifth / SixthSemester** | | | | | |
| **Class/Div.: RollNo.:** | | | | | |
| **CourseName andcode** | **MarksObtained** | | | | **Subjectteacher** |
| **Internal** | | **Average** | **External** |
| **Mid 1** | **Mid 2** |
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**Internship 3: (540 Hours)**

**Topic:**

**Organization:**

**Period: From - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marks Obtained: Credits:**

**Participations/ Achievements / Award:**

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| **S.No.** | **Date of event/ activity**  **(DD-MM-YYYY)** | **Name of the event/activity Participated** | **Curricular/**  **Co-Curricular/ Extra-Curricular/ Sports/ Cultural** |
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| **S.No** | **Year** | **Name of the award/ medal** | **Team / Individual** | **University / State / National / International** | **Sports / Cultural** |
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**Qualifying in state/national/ international level examinations after the completion of Graduation (within 5 Years)**

**(Eg: JAM/GATE/ CLAT/GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)**

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| **Year of Qualifying** | **Name of the Examination** |
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* + 1. **Participation in Capacitybuilding and skillsenhancement Programmes:**

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| **Softskills** | **Language andcommunicationskills** | **Life skills (Yoga,physicalfitness,healthandhygiene)** | **ICT/ computingskills** | **Guidance Received for Competitive examinations** |
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**Certificate course**

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| **S.No** | **Title of the Course** | **Type** | **Year of completion** |
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**Member / Volunteer (in any cell/ committee/ club):**

**Placements Attended (if any):**

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| **S.No.** | **Company** | **Job Role** | **Package** | **Remarks** |
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**Higher Education (if any):**

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| **S.No.** | **University** | **Course** | **Year of Joining** | **Remarks** |
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