OFFICE OF DEAN ACADEMICS

Policy Document

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Title: Peer Mentoring

Policy:

Peer mentoring is a way of learning in which the advanced learners extend their support to assist the teachers in attaining better learning outcome for their peers. Departments are required to identify the advanced learners in respective courses and ensure that they are appropriately guided by the faculty to complete the course in self learning mode. Further the peer mentors are to be used by the teachers during the Semester Readiness Program (SRP) for preparing the learning activities and collaborative learning pedagogies that can help in achieving the learning outcomes.

Outcomes:

- Encourage mentees to collaborate and learn with the support of mentor which strengthens their knowledge and helps to attain the learning outcomes.
- Enhances the professional expertise of the mentor.
- Encourage to build transferable skills in mentors.
- Enhance Interpersonal and participatory learning among the mentees which leads to better retention.
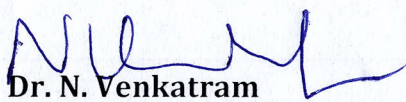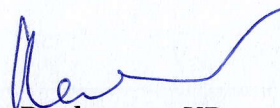
Guidelines

1. Students must have acquired a CGPA ≥ 8.5 (without standing backlogs) till the end of previous semester, having effective communication and leadership skills to act as a peer mentor.

2. Departments must take the interest from the students (Course wise) by sensitising them on the eligibility criteria and their roles and responsibilities to be taken up as a peer mentor.

3. Such identified course wise peer mentors will be given necessary training by the course coordinator or by providing necessary learning material through Massively Open Online Courses (MOOC) in order to acquire the expertise on all the course outcomes.

4. The MOOCs / skill training should be identified by the department and duly approved by the Office of Dean Academics (ODA).

5. The peer mentor must complete the certification in the related course through MOOC or any kind of skill training.

6. Students are required to go through an assessment to test their knowledge level in the course and one who proves their skill set only can be given an opportunity of being a peer mentor of the course.

7. Those students who could not progress well with the assessment for the peer mentor during the process (as identified by CC) will get their registration converted into self-learning mode and the performance will be considered towards the outcome attainment as per self-learning policy.

8. Peer mentors should undergo the content preparation of the course during the Semester Readiness Program (SRP) under the supervision of the Course Coordinator.

9.   The peer mentor should be involved in the preparation of content material, Quizzes, ALM's & Lab manual based on the guidance of the Course Coordinator.

10. Peer mentors should be allotted a list of students on the ratio of 1:5 or 1:10 at max and a list of tasks (minimum 25% contact classes per CO (Course Outcome) for doubt clearance / discussions, support in the activities – labs / projects / assignments).

11. The assessments given to peer mentors focuses on three things viz. Knowledge acquired, contribution made in course preparation and the contribution made during the delivery of the course.

12. Feedback should be collected at the end of the session from both the peer mentors and mentee for understanding the effectiveness of the scheme based on the outcome parameters.

Peer Mentoring Evaluation Plan:

Sl.	Category	Evaluation Parameter	Marks
1		MOOC Certification / Progress in course	10 M
2		Review 1 for MOOCs	10 M
3	Internal Evaluation	Review 2 for MOOCs	10 M
		involvement in the preparation of content material, Quizzes, ALM's & Lab manual (to be evaluated by CC)	20 M
4		Contribution in supporting peers in Theory & Lab (to be evaluated by CC)	10 M
5	External Evaluation	Quiz/Descriptive based on CC's Choice	40 M

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