



SES's L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE

MENTORING POLICY

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This policy is a guideline for setting up an effective mentor-mentee relationship between the teachers and the students. This policy lays down procedures through which a teacher can guide the students during their time in the college.

Authority:

Approved by the competent authority of LSRC.

Applicability:

The Mentoring Policy is applicable to all the students, teaching and non-teaching staff of LSRC.

Policy Statement:

It is our belief that as an educational institution, we are responsible for the overall development and welfare of the students. It is here that a student grows and matures into a responsible adult. We believe that the role of a teacher as a mentor is to help a student make the transition to a responsible adult, inculcating in him/her, the knowledge, the values and the abilities to progress in life, and at the same time, address their concerns and guide them in times of need. This policy lays down broad guidelines to strengthen the bond between the mentor and the mentee.

1. Each teacher shall be appointed as mentor to 30-40 students depending upon the class taught by the teacher and the strength of the class.
2. The mentor- mentee meetings may be scheduled as per a convenient time decided mutually, either during college hours or otherwise.

3. The mentor may meet the mentees individually, or in groups as required or convenient.
4. The mentor may remain in contact with the mentee either in person or through any electronic medium or platform.
5. In case of sensitive matters, the mentor may refer the mentee to the counsellor.
6. In case of certain matters, the mentor may refer the mentee to the Discipline Committee or the Internal Committee as the case may require.




Principal