Academic Mentoring
First hour on Thursday, 03 October, 2019

Academic Mentoring is an initiative to accompany and follow up students on matters relating to their *academic performance, attendance status, behavioral issues* and any related personal problems that require special intervention. Every class will have an Academic Mentor/Class faculty who will maintain record of every student.

The second session of Academic Mentoring of the semester will be held on **Thursday**, 03 October, 2019 during the **first hour**. The Academic Mentors will distribute the Academic Mentoring Data Card to each student. With the guidance of the Academic Mentor the students will go through their respective Academic Mentoring Data Card and fill in the relevant columns. The filled in data cards will be handed over to the Academic Mentors at the end of the session.

Students are informed to specify in the Academic Card the need for help if required. Such students will be allotted *Personal Mentors* for further necessary interventions. Students are encouraged to make use of this opportunity to help themselves.

DEPUTY PRINCIPAL &
CONVENER

PRINCIPAL &
CHAIRMAN

Mentoring Facilitation Committee

"Let Your Light Shine"

All Academic Mentors

Shift I & II

Dear Professors, Greetings!

The 2rd Academic Mentoring Session of the Semester will be held on **Thursday**, 03 October 2019 during the **first hour.** The Academic Mentors are requested to follow the guidelines given under for the Mentoring Session.

Academic Mentoring Session-II Guideline Information

1. The Academic Mentoring Session is held not only to gain a comprehensive understanding of the student status and functioning, but also to establish a strong staff - student rapport, to convey that we care and accompany them and are ready and available to help them in their needs of self- improvement – to create a nurturing environment for them to reach out for assistance.

2. Academic Mentors are requested to ensure that all the students fill in the required data in their Academic Mentoring respective cards.

3. During the mentoring session the Academic Mentors are asked to focus on the students' forthcoming CIA Test 2, Attendance Status, and brief them about the end of semester requisites.

4. Academic Mentors are also expected to encourage students to come forward and indicate their need for any kind of assistance, be it remedial, financial and behavioral or others in their data card or in person.

5. The filled-in Academic Mentoring Data Cards should be collected from the students at the end of the session. These Academic Mentoring Data cards should be kept in the departments safely to be handed over to the next class faculty the following year.

6. Academic Mentors please note: students who require help in Academic, Social, Financial and Behavioral or other areas and refer them through referral forms to their respective Personal Mentor Coordinator for further necessary action.

7. Academic Mentors need to also make note of those students who have indicated request in their data cards or approached personally for help in any of the mentioned areas and refer them to the respective Personal Mentor.

PRINCIPAL

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