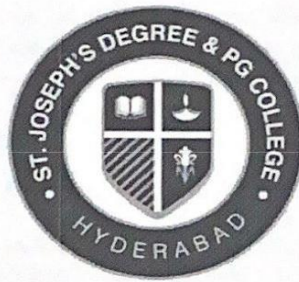


ST. JOSEPH'S DEGREE & PG COLLEGE

(Autonomous), Affiliated to Osmania University

Re-accredited by NAAC (3rd Cycle) with B⁺⁺

King Koti Road, Hyderabad



LEARNER MENTORING POLICY

w.e.f: 2019-2020




PRINCIPAL

Principal

ST. JOSEPH'S DEGREE & P.G. COLLEGE
King Koti Road, Hyderabad-500 029

LEARNER MENTORING POLICY

St. Joseph's College is committed to create and maintain an environment of excellence in education through technological advancements, effective pedagogy and methods of evaluation and enabling students to access support systems to meet their academic needs.

It ensures that learners can work with a mentor who offers support and guidance on emotional, social and academic issues. Henceforth, a supportive relationship is created for better understanding of the student's ambitions, strengths and weaknesses. The College is committed to assessing the effectiveness of the Learning Mentor Policy and procedures and making necessary adjustments in response to the needs of those involved.

This Policy is encouraged by the following principles:

- Learners must be assisted to achieve their potential at College, in an environment where their general well-being is gratified.
- To assist and develop BASICS (Behavior, Attitude, Skills, Integrity, Competencies and Service) vital for a healthy and positive life.
- Learners who are at-risk of failure in academics will have the opportunity to work with a mentor who will conduct remedial classes as a means of encountering the academic issues.
- To provide holistic services and help students to become self-reliant and confident.
- To assist students in building life skills through value-based education and service-oriented programs.
- There is an assessment process for evaluating the effectiveness of mentors-mentee relationship and also to identify possible obstacles.
- Sharing Information of the mentee- In case the mentor leaves, the information about the mentee is shared with the new mentor.

Responsibilities of a Mentor:

- Each student is allocated a faculty mentor.
- A mentor will provide support to 30 mentees.
- The mentors should try to apprehend their mentees and help them resolve issues related to their surroundings.
- The mentors should identify students with academics, behavioral and emotional issues, and should send them for counseling to the Counseling Cell.
- The mentors should motivate students to participate in extracurricular activities, to promote healthy behaviors (maintain discipline, as howling and whistling in the college premises is prohibited).
- The mentors are expected to maintain a professional relationship with the students (no personal relationships should be encouraged).
- The mentor acts as a coach and guide for the trainee.
- The mentor plays a critical role in the trainee' Internship and Placements by preparing them in professional aptitudes.
- Mentors should maintain confidentiality with regard to the student's report.
- The student's report should be regularly assessed by HODs, Principal, and Parents.

Responsibilities of a Mentee:

- It is mandatory for the students to fill their mentoring work books during the mentoring sessions.
- Mentees should not initiate any discussions related to infrastructure and facilities as it is not a medium for complaints.
- Mentee should maintain a healthy relationship with the mentors.
- Mentees should meet with their respective mentors at least once in a month.
- The Mentees can share their aims, aspirations, thoughts, concerns, and feelings related to academics and social activities with their free will.



A handwritten signature in green ink, appearing to be "J. S. Reddy".

Principal


ST. JOSEPH'S DEGREE & P.G. COLLEGE
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CODE OF CONDUCT FOR VIRTUAL LEARNING

The college expects the students to display utmost regard for the rules and regulations of the institution and maintain a high standard of online academic discipline for virtual learning. The college expects strict adherence to online etiquette for attending online classes.

- Attend every class as per the time mentioned in the schedule by clicking on the Google Meet link provided by the respective subject teacher. Wait till the teacher lets you in. You are supposed to join the online class 5 minutes before the scheduled time. A maximum grace period of 5 minutes is allowed after the class starts. Do not waste the teacher's time by attempting to enter the class after that.
- When the class is on, you are supposed to keep your video switched off and microphone muted so that there is no disturbance in the class proceedings. Use headphones to ensure that you can hear the teacher properly. Switch on your microphone when the teacher asks you to speak.
- Select an appropriate profile picture in formal attire for attending an online class. A simple headshot is recommended. Refrain from switching on any virtual background.
- You may be asked to switch on your video any time so dress appropriately and be properly groomed.
- The formal environment of the online class requires you to use appropriate language. Use complete sentences while communicating with the teacher through the Google Meet chatbox. Avoid using abbreviations, emoticons, slang, etc. If any student is found using obscene, disrespectful, threatening language while communicating, strict disciplinary action will be taken by the college authority.
- Do not share the joining link of any online class with students of other colleges or friends. Misusing or distributing the study materials uploaded in the Google classrooms will be treated as academic misconduct. Copying information from online




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