



THE NEW COLLEGE

(AN AUTONOMOUS INSTITUTION AFFILIATED TO THE UNIVERSITY OF MADRAS
& ACCREDITED BY NAAC WITH 'A' GRADE IN THE 3rd CYCLE)

Sponsored by : THE MUSLIM EDUCATIONAL ASSOCIATION OF SOUTHERN INDIA (MEASI)



“ASSOCIATION GARDENS” New No. 147 / Old No.87, Peters Road, Royapettah, Chennai - 600 014. TAMILNADU, INDIA
Phone :+91 44 2835 1269 / 2835 0297

Student Mentoring & Counselling Policy

Introduction

With the long-term objective of helping students to realise their educational and career aspirations, and the short-term goal of enabling students to resolve their day-to-day academic problems, the college has introduced a Mentoring and Counselling System. The Mentoring programme aims at providing Mentors among faculty members with the maximum ratio of 1:25, and Student Mentors from among successful senior students. The Student Mentor will interact with the students under their mentorship at least once a week. This will continue till they complete their studies. The mentor will also counsel students on their career, and will follow up their progress in career and life even after they go out of the college.

Role of Faculty Mentors

Faculty mentors act as the guardian and counsellor of the mentees under their care. They ensure the overall development of the students and provide support whenever necessary. Each faculty mentor is allotted a maximum of thirty mentees. Faculty mentors are responsible for selecting student mentors from among the meritorious senior students.

- To help students acclimate with the college environment and achieve their aim of higher education.
- To act as a Teacher-Guardian to the students
- To monitor the students' regularity & progress.
- To inculcate discipline and seriousness in studies.
- To protect students from ragging and intimidation by the senior students.
- To keep the parents informed about their ward's performance & progress.
- To help students develop a strong career goal and enable them to pursue it.
- To provide counselling to students on the day-to-day challenges and difficulties in academic matters.
- To help in the all-round development of students.
- To follow up students' progress in life and career even after they pass out.



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Role of Student Mentors

Student mentors are selected among the senior/final year students based on their academic excellence, leadership skills, regularity and interpersonal and communication skills. They are expected to be upholding high moral standards in their interactions with the mentees. They help the mentees to face the challenges in academics and campus life.

- To foster a healthy relationship between senior and junior students.
- To share experiences on learning and achieving success in academic and other activities.
- To help the mentees aim at a career suitable to them.
- To serve as a student guardian to the mentees.
- To assist mentees in procuring information and learning resources.

Mentoring Activities

- All teachers in a department except the HoD / Head in charge will serve the students as Faculty Mentors.
- Faculty Mentors monitor the attendance of the students under their care every month. If the students abstain from classes without prior information, they will find out the reasons by contacting the students and pass the information to the parents.
- Faculty Mentors monitor if the mentees fulfil all the academic requirements like submission of assignments, taking class tests, applying for examinations and so on.
- Faculty Mentors conduct periodic interaction with the Mentees.
- Faculty Mentors provide counselling to mentees whenever necessary.
- They guide mentees in finding the right resources for learning and progress.
- Faculty Mentors maintain a record of the mentoring activities.
- Faculty mentors make themselves available whenever the mentees need their assistance.

Responsibilities of the Mentee / Protégé

Mentees are expected to

- Meet their faculty mentor and student mentor at least once a week.
- Discuss all the issue faced with the mentor
- Ask for guidance in areas that are challenging to learn.



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- Inform the mentors about leave and absence from classes.
- Get the leave letter counter signed by the faculty mentor.
- Keep the mentor informed about extracurricular activities.
- Follow the instructions of the mentor meticulously.
- Report cases of ragging, harassment or intimidation from anyone immediately to the notice of the mentor.

Programme Coordinator

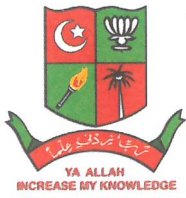
The overall responsibility of each batch of UG/PG/M.Phil. programme will be entrusted to a Faculty member designated as Programme Coordinator. A programme coordinator will be in charge of a batch from the first semester to the last semester. The programme coordinators are expected to do everything possible to make the batch pass out of the college successfully, and they have to help the students plan their higher studies / that they would take up after completing the UG/PG programme. Being a leader and guiding light of a group, every programme coordinator should be a facilitator for the batch and take pride in all the achievements of the batch.

Departments should ensure that all programme coordinators are allotted classes for the batch under their charge. The programme coordinator may approach the management through HOD and Principal to seek financial assistance to conduct special programmes for their batch.

The Programme Coordinators are expected to plan diverse activities like special lectures, workshops and field visits, to give the batch under their care the best possible training in order to help them realize the aim of higher education.

The responsibilities of the programme coordinator

- Organise induction training to students in the major subject in the beginning of the first semester.
- Arrange for providing copies of syllabus, textbooks and other learning resources.
- Serve as a communication link between college / department and the students of the class.
- Plan curricular and skill development activities for the batch in consultation with the Head of the Department.
- Take steps to ensure the batch is benefitted by the education provided in the college.



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- Strengthen the batch in terms of skills and knowledge to enable them to face the challenges of career and life by conducting various special programmes.
- Follow up the attendance, and progress of the entire class, and maintain records for the same.
- Receive and distribute Mark Statements from COE's office.
- Initiate action on absenteeism and discipline related issues in coordination with faculty mentors.
- Make arrangements for imparting essential life skills to the batch.
- Interact with parents on Open days.
- Serve as a member of the college placement committee and assist Placement officers in the conduct of campus recruitment and employability training activities.
- Act as the placement coordinator of the batch when the batch reaches final year.
- Follow up the progress of the members of the entire batch even after they pass out of the college.
- Identify slow learners and make arrangements for remedial coaching
- Identify advanced learners and provide them with more challenging educational tasks and assignments like field projects and research projects in consultation with the Dean concerned.

Counselling

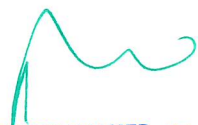
The college provides general, psychological, career and higher education related counselling to all the students of the college. The office of the Student Counsellor will be open from 9 AM to 5 PM every day. The activities of counselling staff are coordinated by the Dean of Students' Affairs.

Roles of the counsellor

- To conduct special counselling sessions for select classes.
- To arrange programmes to strengthen the confidence and self-reliance of students.
- To give counselling to students who seek appointments.
- To keep record of the students who seek counselling as confidential information.
- To respect the privacy of students.
- To provide necessary data to IQAC whenever needed.



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Dr. S. BASHEER AHAMED, M.A., M.Phil., B.Ed., Ph.D.,
PRINCIPAL
THE NEW COLLEGE
ROYAPETTAH, CHENNAI - 600 014.