

**LOYOLA COLLEGE, VETTAVALAM**  
**DEPARTMENT OF COMPUTER APPLICATIONS**  
**MENTORING REPORT (2018-2019)**

**Aims and Objectives**

- To bridge the gap between the mentor and the mentee.
- To ensure the quality performance of the students in academics.
- To deal with the related issues for the holistic development of the students.
- To provide mutual support and congenial learning environment.
- To inspire and motivate for higher studies and competitive examinations.
- To discuss stress related issues.
- To regulate the academic involvement and assess the outcome.

**Process of the mentoring system**

- Mentees shall be assigned to the mentors right from the first year of the programme.
- A mentor shall not have more than 42 mentees at a time.
- The mentees preferably be attached to the same mentor for the entire duration of the programme.
- The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy. The details about each mentee will be recorded and periodically updated.
- The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institution/department for providing further motivation to advanced/gifted learners.
- The mentor shall also identify the students whose performance/attendance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behavior. If required the mentor will involve the parents, head of the department for reforming the student.
  - a. Attendance: The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.
  - b. Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term and examination and help the mentee through counselling or by arranging remedial teaching, if necessary

- c. Behavioural and discipline matters
- d. Health and physical well being
- e. Achievements, talents and co-curricular activities
- f. Stress related issues

#### **Duties/Responsibilities of Mentor**

- a. Introduce and discuss the concept of mentor- mentee system with the assigned mentees.
- b. Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of a students and discuss with them the complete schedule of future meetings
- c. Keep a track of the attendance, academic performance and behavioural aspects of the students by interacting with exam department.
- d. Support students academically and emotionally
- e. Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
- f. To guide students and also to arrange for remedial teaching if required

#### **Duties/Responsibilities of Mentee**

- a. Attend meeting regularly
- b. Fill personal information in the form at the time of joining the mentor- mentee system.
- c. Provide details of attendance, continuous assessment, term end examination, co-curricular, extra- curricular activities to the mentor whenever asked for.
- d. Repose confidence in the mentor and seek his/her advice whenever required.

#### **Outcomes of Mentoring**

- Students feel at ease with the mentor to interact.
- Students develop a trust with the mentor.
- Students find mentoring an opportunity to get proper guidance and counsel.

#### **General Observations**

Our department divided this batch of students into sixteen groups, allotting every mentors 12 to 14 students. The meeting with mentees was conducted twice in a year. The meetings were carried out with the objective to bring in a holistic development in students.

Accordingly, issues related to academics, cultural, sports and games, other extracurricular activities, psychological strengths were discussed and analyzed. Based on the need, the mentees