



# ST. THOMAS COLLEGE, PALAI

RE-ACCREDITED WITH 'A' GRADE BY NAAC | COLLEGE WITH POTENTIAL FOR EXCELLENCE (UGC -CPE)

AFFILIATED TO MAHATMA GANDHI UNIVERSITY, KOTTAYAM, KERALA

No. STCP/IQAC/2018/0801

Date: 06/08/2018

## CIRCULAR

### Mentoring

Dear Teachers,

Till date, tutors of each class were also mentors. Now we would like to appoint mentors separately with a view that all teachers shall be mentors of some classes every year. The faculty of Syriac and German departments will join the Department of Commerce for mentoring. For the full-time research scholars, the research guide will be their mentors if the guide is a full-time teacher at St. Thomas College, Palai and if not the HoD of the research department will act as their mentor.

HoD's are requested to prepare the mentor-mentee list according to the following rule:

If there are ' $n$ ' teachers in the department, group the students in every core class into ' $n$ ' groups in ascending order of the class numbers. Allot these groups to the teachers according to seniority as mentees. Thus, the first group of students in every class shall be under the mentoring of the HoD and the last group shall be under the mentoring of the Junior most in each Department. In this new system, the mentees under each mentor will comprise students from First Year UG to Final Year PG.

Therefore, HoD's are requested to submit the list of mentees under each mentor to the Office on or before August 10, 2018. If more admissions take place in First Year UG and First Year PG, you can revise the submitted list. The list is to be uploaded in the college website.

Dear mentors,

Please,

- Advise your mentees individually or collectively on academic, career, personal and financial decision-making.
- Ensure that your mentoring process facilitates cognitive, social and emotional growth of the mentees.
- Do necessary follow-up on the assigned tasks to the students.
- Encourage students to participate in co-curricular and extra-curricular activities.
- Inculcate soft skills, life skills and employability skills to make your mentees fit for the global market.
- Identify the strengths of your mentees and motivate them with the right level of challenges.

(Contd...2)

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- Identify the weaknesses of your mentees and help to overcome them.
- Make efforts to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.
- Make your mentees aware of the multiple opportunities provided by the Institution towards their learning and growth.
- Take active interest in promoting internship, student exchange, field visit opportunities for students.
- Encourage mentees to join at least one of the clubs of the college and help them to identify their tastes and talents.
- Collect observations and suggestions from mentees for improving the overall teaching – learning experience in our institution.
- Encourage each mentee to engage in some socially useful productive activities.
- Keep a confidential record of personal interaction with your mentees.

These are only a few among the many activities having far reaching consequences that a mentor can do. The IQAC is always there to trigger the quantity and quality of mentoring relationships of the people in St. Thomas College, Palai and to wipe off the mentoring gap. Always remember the watchword of IQAC: *Don't ever leave mentoring to chances!*

Wishing you all fruitful and hearty mentoring.



  
Rev. Dr. James John  
Principal

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