



Marudhar Kesari Jain College for Women

(A Project of Sri Marudhar Kesari Jain Trust)

Recognised u/s 2(f) & 12(B) by UGC Act, 1956 - Permanently Affiliated to Thiruvalluvar University
Accredited by NAAC with "A" Grade (3rd Cycle) - An ISO 21001:2018 (EOMS) Certified Institution



STUDENT MENTORING AND COUNSELING POLICY

INTRODUCTION

Marudhar Kesari Jain College for Women is committed to enabling learners to access support mechanisms to meet their academic needs. In this view, student mentoring and counselling play a pivotal role. Mentoring is a process of building relationship between two people with the goal of personal and professional development, as mentorship is considered as a very important component of the functioning of higher education institutions. The mentor's role is to share experience, insights and feedback that will guide the mentee in the achievement of their learning objectives. A qualitative relationship between mentor and mentee is vital for the success of the mentoring system. This policy reflects understanding of mentoring and counselling are not just limited to addressing academic concerns. As education extends beyond the boundaries of textbooks and classroom, the policy is about nurturing the hearts and minds of our students, equipping them with the necessary skills and resilience to navigate life's challenges and to create a learning community that values the well-being and success of every student, where mentorship and counselling are pillars of strength, and where each student's journey is supported with care, empathy and understanding.

OBJECTIVES

- To provide guidance, intervention and support towards the well being, academic progress, personal and career challenges of the students.
- To promote personal development by helping students to develop self-awareness, emotional intelligence, resilience and other essential life skills.



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- To support student's mental health and wellbeing by providing access to counselling services, mental health resources and strategies for stress management.
- To facilitate peer mentorship, thereby assist the staff in building supportive relationship, enhancing social skills and the creation of a sense of community.
- To address the diverse needs of the students, promote inclusivity and ensure that support services is accessible to all the students.
- To ensure that the students feel safe, respected and that their privacy is protected during mentoring and counselling interactions.
- To create a culture of support, collaboration and empowerment that helps students thrive under all aspects of life.

TIMINGS

- Counselling Session Open from 9.30 am to 5.00 pm in all working day.

PROCEDURE

- Mentees to adhere to the timings allotted for the counselling / mentoring session, and get prior appointment for the same.
- Mentors are required to hold meetings as per the schedule with assigned students at regular intervals of time.
- Minutes of mentor-mentee meetings to be recorded along with the attendance, issue details of the students/ staff, Counselling concerns, appropriate action taken and meeting details (Time, Venue, Mode of the meeting).
- The details of the mentee as well as the issue to be kept confidential.
- Critical cases if any, can be referred to the experts for further counselling.



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- Mentors must prepare report of all the meetings and issues raised by the students and the same is to be submitted to the concerned authorities.
- The aim of the mentor-mentee program is to ensure that the mentors are in constant communication with their mentees and cater to their needs.

BASIC GUIDELINES FOR MENTORS

Mentoring is more than guidance; it's a reciprocal journey of academic patronage fostering holistic student development. Anchored in values of inclusivity and integrity, our Mentoring and Counselling Policy ensures a safe, non-judgmental environment, empowering students to navigate challenges and achieve their career aspirations.

- Build a relationship based on trust, respect, and open communication with your mentee.
- Create a safe and supportive environment where they feel comfortable sharing their thoughts and concerns.
- Offer guidance, advice, and support to your mentee based on your own knowledge and experiences.
- Help them set realistic goals, develop strategies, and overcome challenges.
- Regularly seek feedback from your mentee to assess their satisfaction with the mentoring relationship. Be open to constructive criticism and make adjustments as needed to better support their needs.

MENTORING

The Mentoring and Counselling Policy has set some standards on the expectations and roles and responsibilities from both mentors and mentees. Both must adhere to the practices as followed.



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ROLE OF A MENTOR

- The mentor shares their knowledge, experience, and insights to help the mentee navigate challenges, make informed decisions, and develop new skills.
- Offer guidance to identify developmental needs and share relevant insights and experiences.
- The mentor serves as a role model by demonstrating professionalism, integrity, and effective leadership.
- The mentor offers emotional support, encouragement, and motivation to the mentee, especially during challenging times or when facing obstacles.
- Act as a confidant for discussing aspirations, providing constructive feedback, and addressing challenges.

ROLE OF MENTEE

- Foster trust and mutual respect.
- Appreciate diverse perspectives and find common ground.
- Schedule meetings in advance for convenience.
- Engage actively with mentors and the mentoring process.
- Communicate openly and freely about ideas and challenges.
- Be receptive to constructive feedback and advice.
- Take responsibility for personal growth and development.


IQAC Coordinator




Principal

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