

|| Dhairyam Sarvatra Sadhanam ||



Shri Shivalingeshwar Shikshan Sanstha's Sankh
Shri.R.K.Patil Arts, Commerce and Science College, Sankh.

Tal.Jath, Dist.Sangli. 416 412. College Code : 616

Estd-19/7/2018(N.G.C.2018/N.M.V./100/18)M.C-4)

PH : 02344-299127. Mob. : (O) 7448000616.



Email : College : rkpcollegesankh@gmail.com *** Email : Vidyapeetha : rkp616.CI@unishivaji.ac.in

STUDENT MENTORING POLICY

"Mentorship for integrated development of Mentee"

Introduction:

Mentoring for improving the student's performance in every aspect is an integral part of Mentor-Mentee scheme. Mentor role in understanding academic, economic, emotional, physical, social, spiritual competencies of the mentee and efforts for the integrated development all these aspects is very crucial for students progression. It helps to focus on the weaknesses and strengths of the students and help them to achieve the educational goals

The Internal Quality Assurance Cell, well developed mechanism of mentoring through Mentor Mentee Scheme (MMS) for integrated growth of the students. At the beginning of academic year, the IQAC and MMS allots-class wise mentors and mentees. The teachers collect mentee's personal, educational, socioeconomic, familial information. Mentors take periodic follow up of mentee development in order to understand their problems and try their level best to overcome them. The IQAC checks issues and arranges counseling sessions. special workshops/meetings with parents for effective mentoring mechanism

Aims and objectives:

- To improve in academic performances of the students to accomplish educational goals
- To provide psychological counseling
- Organization of career guidance sessions
- To be loyal and sincere with the mentor.
- To have effective and proper communication with the mentor.
- To understand expected results of the mentoring scheme

Mechanism of allotment of Mentees to Mentors

- Allotment of mentees to mentors will be done in the beginning of the year.
- Issue of notice informing to all faculty members regarding the allotment of mentees to mentors.
- After meeting with all the faculty, the list of mentors and mentees will be finalized.

Frequency and Schedule of the Mentor-Mentee meetings:

The meetings will be scheduled as per the need and issues raised from time to time. The Mentor Mentee Scheme take initiatives for the arranging the counseling sessions for the holistic development of the student.

- Each mentor conducts on an average of 3-4 mentor-mentee meetings
- The first meet is usually conducted after allotment of mentees to a mentor at the beginning of academic year.
- The second mentor-mentee meet is organized before end of first semester.
- Third mentee meeting is conducted after the commencement of 2 term i declaration of results of first term to monitor the student progress

- The 4th meet with the mentee is organized before the end of academic year.

Internal Assessment Policy

The institution has effective mechanism of continuous internal evaluation (CIE). The institutional Academic Calendar is framed in accordance with university calendar. The Examination Committee looks after the timely administration of all protocols of the examination. Students are bound to follow all the applicable rules and to report to the invigilator any violations of rules or procedures that they believe may have occurred.

Nature of Internal Evaluation:

- Written Assessment: per semester
- Practical Assessment: Monthly by Oral/Viva-voce
- Preliminary Examination: End (Before University Examination)

Instructions for students:

- Students must be punctual and on time for examinations (May be five minutes early).
- Students will not be allowed to enter the examination hall 30 minutes after the commencement of the exam. Such a student will not be given extra time to complete the examination.
- Students must leave all materials that are not specifically permitted materials outside the classroom, however not limited to, backpacks, computer bags, cell phones, notebooks, texts, papers, electronic devices, iPod, headphones, purses, and bags. The college authorities take no responsibility for the safety of any of these items.
- Once the Invigilator begins handing out the answer sheets / question papers students may not write anything except instructed by the Invigilator.
- Students must fill in all details of examination such as seat numbers and other details in the appropriate columns, and must read the instruction page(s) of the exam.
- A student is not permitted to leave the examination room or immediate proximity of the exam room until the invigilator has counted all the papers. and has given the permission to leave the classroom.
- Once the answer sheets have been collected they may not be retrieved by the candidate under any circumstance.
- In case of an emergency or serious illness that will prevent a student from reaching the college to be present for an examination, he or she must immediately contact the Principal Vice Principal or Chairman, Examination Committee.
- A request for the stipulated time period to complete the examination will be granted only upon verification of facts under extraordinary circumstance beyond a student's control. This will be solely at the discretion of the Principal or in her absence, the next in line of authority..
- Talking in the examination room is not permitted.

Instructions to invigilators:

- Invigilators must report to the exam committee member in charge for the day/session at least 30 minutes before the commencement of examination.

- Invigilators must collect the seating arrangement, examination stationery, answer booklets and be present at the respective hall/classroom at least 15 minutes prior to the commencement of the examination.
- Invigilators must ensure that the candidate does not carry any material into the exam room except the hall ticket. ID card and non-programmable calculator, writing stationery, programmable Calculators, Cell Phones and other electronic items are not allowed into the examination room.
- Ensure that the relevant question papers are given for distribution in the hall.
 - Candidates are not allowed to leave the examination hall before half an hour after the commencement of the examination and during the last 10 minutes of the time limit.
- Invigilators must count and ascertain all candidates have handed over their answer booklets before allowing the students to leave the room.
- Cases of malpractices / cheating, if any, should be reported to the Chief Superintendent Examination Committee immediately. Invigilators should not take the liberty of condoning the defaulters by giving oral warning or seek to resolve the issue. The candidate must be asked to step out of the exam room quietly and handed over to those dealing with the issue.




Wc. Principal,
Shri R. K. Patil Arts, Commerce Science College
Sankh, Tal. Jath, Dist. Sangli 416 412