

Patrician Mentoring & Counselling Services

Date : 13.7.18

Venue: Auditorium

Mentors Orientation Meet

This session presented the important components of the services to the entire faculty team who will be playing the role of mentors. Mentors were asked to travel this extra mile and spend time with their mentees. The mentors were asked to do this with enthusiasm but with realistic expectations. It was decided that the mentoring sessions will be conducted in the last hour of every second Friday.

Mentor's role

The basic role of any mentor irrespective the year and the nature of goal they were dealing with was to

- Assess need and resources
- Set goals and objectives.
- Have a monitoring and evaluation plan.

Mentoring Modalities

Each academic year a specific goal is focused for holistic development

I year – Academic goal

- Help students improve their study habits, note-taking, reading and active listening and time-management.
- Help students find and create supportive and collaborative learning environments
- Help students become independent learners

II year – Personal Goal

- Give encouragement and support in any of the personal issues
- Help them to learn from the experiences of oneself and others
- Increase personal and social confidence
- Become better decision makers
- Cultivate communication and personal skills
- Improve strategies for dealing with both personal and social issues

III year – Career exploration goal

- Goal-Setting and career aspirations
- Networking
- Job-Seeking and Interview Skills

Outcomes of the mentoring and counselling

- Receive personal and academic help
- Learn study skills
- Improve social skills
- Have the attention of another caring adult
- Discover new options and opportunities
- Set goals for the future

Monitoring of the mentoring programme

- Mentoring sessions need to be documented and maintained in each department.
- Students needing professional help will be referred to the mentoring committee
- Such cases with specific problem identification will be referred to a counsellor.

Mentors were motivated to consider new ways of approaching situations and the goals specified for each year are not to be fixed boundaries but a framework to work on.



(Dr. Joseph Durai)
Principal

**Patrician Mentoring & Counselling Services Circular**

Date: 10.8.18

Shift I:12:20pm – 1:15pm

Shift II :5:15 pm to 6:05 pm

Mentoring session 1

The first session of the academic year will be used to build rapport with the mentee group assigned and get a basic understanding of each mentee. This session will be the basis for future direction-specific sessions as it will lead to development of basic trust and start of a relationship.

Discussions can be based on the student's time in college, friends and family. Any pertaining issues can be discussed further on. The goals and areas for each student year can be referred to for more clarity.

At the end of the session, the mentors are advised to document the mentees attendance and issues identified if any, for further help.

(Dr. Joseph Durai)
Principal



Patrician Mentoring & Counselling Services Circular

Date :14.9.18

Shift I:12:20pm – 1:15pm

Shift II :5:15 pm to 6:05 pm

Mentoring session 2

Mentors are asked to use the mentoring frame work based on the class they are assigned to. The mentors are encouraged to move out of their formal sessions and take time with the mentees for personal coaching and support. Agenda and focus of the session can also be based on the mentees' needs and concerns, so that relevant issues can be addressed. The theme of the year 'Grow and Glow' can be used for discussion to check areas of growth

SWOC analysis of whatever goal focused on it, be it academic, personal or career can be done. This will be a basis to work on personally with each mentee. After the session is over, the mentors are advised to document the mentees' attendance and issues identified if any for further help.

(Dr. Joseph Durai)
Principal

Patrician Mentoring & Counselling Services Circular

Date :4.1.19

Shift I:12:20pm – 1:15pm

Shift II :5:15 pm to 6:05 pm

Mentoring session 3

Mentors are asked to use an interactive mode and create a platform for mentees to express their thoughts and ideas on any issue discussed. A comfortable atmosphere for opening up is to be created by each mentor. The positive rapport may be established by the mentor to aid in the open sharing by the mentees. Creating a positive and motivating attitude is an important aspect that needs to be focused for a constructive change in the mentees.

Encouragement can be given for students to participate in other co-curricular and extra-curricular activities.

A handwritten signature in black ink, appearing to read "Dr. Durai", with a long horizontal flourish extending to the right.

(Dr. Joseph Durai)
Principal

Patrician Mentoring & Counselling Services Circular

Date :8.2.19

Shift I:12:20pm – 1:15pm

Shift II :5:15 pm to 6:05 pm

Mentoring session 4

The results and academic performance can be checked. Enabling and remedial classes can be suggested to the mentees. Some of the challenges in academics faced by mentees can be identified and addressed and the names of mentees who need special academic attention can be given to respective HODs Any issues in mentees' regularity to college which has affected attendance percentage can be checked.

The mentees who need special attention should be given needed follow up. The outcome of each mentor-mentee relationship is to mould students to use their strengths and potentials to the best. Mentors are asked to take time to document their work.

A handwritten signature in black ink, appearing to read "Dr. Durai", with a long horizontal stroke extending to the right.

(Dr. Joseph Durai)
Principal