



SIDANA
INSTITUTES
AMRITSAR

SIDANA INSTITUTE OF EDUCATION

Approved by NCTE | Permanently Affiliated to Guru Nanak Dev University | Accredited by NAAC

Khiala Khurd, Ram Tirath Road, Amritsar, Punjab, 143109

www.sidanainstitutes.com
sie.amritsar@gmail.com

Mentoring System

The process of Mentoring is an individualized form of counseling and guidance activities. It implements the real role of a teacher as a friend, guide and a counselor. The practice is aimed at fostering a better rapport between the students and the teachers at a personal level. Effective mentoring begins with the faculty and depends upon the healthy relationship between faculty and students.

Mentor – Mentee Role

A mentor is a teacher acting both as a friend and a role model over a small group of students assigned to each mentor. Mentor records the profile of all the assigned students with regards to their academic performance and participation in campus activities and any other initiative. Mentee can contact their mentor for any academic or non-academic support.

The mentor guides a student in his /her academic, emotional and psychological development, particularly in the latter's transition phase. The mentor guides his wards to take out the best in him/her. Sidana Institute of Education has adopted a Mentoring System as a student support measure. In this system, Each faculty member is the mentor of a group of 14-15 mentees allocated to him/ her by the Principal of the Institute. The teacher mentor collects personal information from the mentees without touching sensitive issues or any information out of the mentee and then provides the needed counseling to her/ him. Critical issues are brought in the notice of the Head of the Institute. The teacher meets the mentee formally or informally outside class hours as well and guides them regarding their career options. A documented record of the mentoring process is maintained by the mentor teacher for reference purposes.

Types of Mentoring:

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- Course-specific – regarding attendance and performance in the present semester and overall performance in the previous semester, participation in various activities on and off campus.
- Professional Guidance – regarding self-employment opportunities, entrepreneurship development, morale, honesty, and integrity required for career growth.
- Career advancement– regarding professional goals, selection of school or institute for career, higher education, competitive exams etc.

Responsibilities:

The Mentor

- Meets the group of students at least twice a month.
- Continuously monitors, counsels, guides and motivates the students in all academic matters.
- Advises students regarding choice of electives, project, assignments etc.

D. Bhaha



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- Contacts parents/guardians if situation demands e.g. academic irregularities, negative behavioral changes and interpersonal relations, detrimental activities etc.
- Advises students in their career development/professional guidance.
- Keeps contact with the students even after their graduation.
- Intimates Principal and suggest if any administrative action is called for.
- Maintains a brief but clear record of all discussions with students.

Role of Principal

- Meets all mentor of the Institute at least once a month to review the proper implementation of the system
- Advises a mentor wherever necessary.
- Initiates administrative action on a student when necessary.
- Keeps the Head of the institute informed.

The Academic Council

The academic council of the institution discusses mentoring related issues at least once a semester during its meetings and revises/upgrades the system if necessary.

ACADEMIC COUNCIL

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HEAD OF INSTITUTE

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LEARN. GROW. EXCEL

MENTOR

I

14-15 MENTEES

Principal
Sidana Institute of Education
Khiala Khurd, Sub Tehsil Lopoke, Tehsil Ajnala,
District Amritsar, Punjab Pin Code 143109)

D. Bhatia