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AUDITING REPORT OF MENTORING REGISTERS – AUGUST 2024

This report illustrates the outcomes from the audit of mentoring registers for the period from January 2024 to July 2024. It is commendable that most mentors have submitted their mentoring registers on time and have showed significant attempts in their role as mentors. However, a few sections for development have been identified:

KEY OBSERVATIONS:

Recording the exact issues on the columns: It is better if the mentors clearly specify the issue and your suggestions to improve than generally and passively commending on the specified columns.

Confidentiality: Mentoring is a highly confidential process. Mentors are reminded not to disclose the content of mentoring sessions with peer mentors or others.

Completion of Mentoring Registers: Some mentors need to complete their mentoring registers by ensuring that all sections, including the index, family details of the mentee, informant details, and session records, are filled out.

Session Requirements: A few mentors have actively conducted two sessions as per the previous policy, but some were unable to complete the required sessions, particularly with final-year students who have completed their course and moved on.

PROPOSALS & SUGGESTIONS:

Student Awareness: It was previously noted that some students were unaware of the mentoring activity in the college. To address this, an orientation about the mentoring process was included in the "De Buds" program for new students starting this academic year.

Centralized Mentoring System: From this academic year onwards, mentoring has been centralized, with the allocation of mentors and mentees managed by the Department of Counselling. This change aims to lower the burden on individual mentors by involving other common program mentors. This new system will distribute mentees more evenly among mentors, rather than limiting mentoring to staff within a specific program or department.

Mentoring Frequency: The mentoring frequency directs mentor to meet with their mentees at least twice a year between July and December and once a year between January and June.

Mentoring Register Handover : If a mentor resigns, their mentoring register should be handed over to one of the college counsellors.



Completion and Custody of Mentoring Registers: If a mentoring register is filled, it should be handed over to the Department Heads, who will be the custodians of the completed registers.

Issuing of revised (new) mentoring registers: New mentoring books will be issued to the 2024 batch. Mentors are advised to collect the new registers from the Department of Counselling after verifying their mentoring list. For all other batches, mentors can continue using the existing mentoring registers.

This report is intended to help improve the mentoring process and ensure a consistent and effective mentoring experience for all students.



Fr. Mathew Malieckal VC

Vice Principal



Rajani P Menon

Counsellor

N.B. This has to be discussed in the forthcoming departmental meetings and minutes have to be entered in the report by the departmental secretary.