



JAMAL MOHAMED COLLEGE (Autonomous)
Accredited (3rd Cycle) with 'A' Grade by NAAC
(Affiliated to Bharathidasan University)
TIRUCHIRAPPALLI – 620 020

Objectives of Mentoring

A teaching staff will be assigned as a mentor for allotted students to look after the welfare of the students. Mentorship is an art of influencing the young minds by offering guidance and counseling for becoming a wholesome personality. The mentor weaves a magic spell among the young minds and nurtures their talents for a better future. The mentor channelizes the energy of the students and brings out their best potential. Besides, in an educational environment, he/she bridges the gap between the students and the teachers and plays supportive and advisory role for the students.

Methodology of mentoring in our college premises

- Trace the regularity of the students and take necessary corrective measures.
- Encourage students to have interaction with the teachers periodically.
- Respect students' views and initiate a dialogue when it is required.
- Monitor the attendance of students and make the parents aware of it.

Roles and Responsibilities of Mentor:

1. Shall closely monitor the academic performance of his/her students and offer suggestions for their improvement.
2. Shall meet his/her students frequently and motivate them to perform better in all aspects.
3. Shall recommend his/her students who are eligible for college sponsored scholarships on the basis of merit and economical status.
4. To give counseling for the academic and personal growth of the students.
5. To help in the collection of documents like Mark statement, placement order and progression, etc from the students from time to time.
6. Shall inspire his/her students and play a vital role for their personality development.
7. Shall inculcate ethical and moral values and prepare them as good citizens for a better future.

Roles and Responsibilities of Class Teacher:

1. Shall be the care taker of his/her students in the class.
2. Shall offer advice on all matters represented by his/her students concerned.
3. Shall inform his/her students about Class timings, Library facilities, Internet facilities, Scholarships, Remedial courses, Outcome Based Education, Part V Extension activities, Placement, Certificate courses, Sports activities and Gate Entry system etc.
4. Class teacher must make sure that the students have to wear ID card at all times during his/her stay in the campus and have a neat dress code, hair style and proper use of mobile phone.
5. Shall help the students in the selection of Part I Language, Part V Extension activity, Generic Elective and shall keep the record of the choices made by the students.
6. To insist all the UG students to complete the JAMCROP activity and Activity Based Courses within the stipulated time period.
7. To instruct and monitor the students for making the payment of College Fee and Examination Fee with the help of the class representative concerned.
8. Encourage all his / her students to actively take part in the events/programmes/meetings conducted by the college/ department.
9. Shall inform his/her students about leave application process in the ERP software.
10. To monitor the attendance of the students concerned. If there is any long absentee, a proper enquiry should be made and the same should be reported to the parents and HOD / MID. OD availed by the students must be properly intimated to the Attendance Department in time.
11. To redress the grievances of his/her students and same should be informed to the HOD / MID concerned.
12. To monitor the filling up of Examinations application Form by the students of his/her class to appear in the Semester Examinations.
13. Shall be responsible for the collection and display of Internal Assessment Marks and also for upload the same in the ERP software.
14. Responsible for the arrangement of special classes for slow learners and Encouraging the students to participate in all curricular, co-curricular and extracurricular activities conducted by the college and outside the college.
15. Shall be responsible to collect the students biodata and to maintain the academic record of his/her students.
16. Shall meet the parents of his/her students concerned to offer suggestion and to get feedback.

17. Shall be responsible for the circulation of all the communication intended for his / her students concerned issued by the College authorities and make sure that they act accordingly.
18. Executing the instructions /guidelines given by the College authorities/ HOD/ MID from time to time and responsible for submission of details/action taken report within the stipulated time.
19. Ensuring that all PG students complete the mandatory online course, JAMCROP activity and Mandatory Library Reference Hour within the stipulated time period. He / She must also make sure that all students of the PG classes are allotted guides for their project work in the first semester itself.

Date: 01.06.2023


PRINCIPAL