

Dr. V.S. Krishna Government Degree College (Autonomous), Visakhapatnam

Policy Document on Mentor Responsibilities

Effective for Students Admitted in the Academic Year 2020-2021 and Onwards

Date of Approval: 27-09-2021

Preamble

This policy document outlines the academic and non-academic responsibilities of mentors at Dr. V.S. Krishna Government Degree College, Visakhapatnam. Mentors play a crucial role in guiding and supporting students throughout their academic journey. With the adoption of the Choice-Based Credit System (CBCS) and the Academic Bank of Credits (ABC), this policy is intended to ensure that all students receive comprehensive mentorship aligned with institutional goals.

Objective

The primary objective of this policy is to formalize the mentoring process to ensure that students are academically and personally supported in achieving their educational and career goals.

Academic Responsibilities of a Mentor

1. **Guidance on Choice-Based Credit System (CBCS):** Mentors are responsible for helping students understand the flexibility offered by CBCS. They will guide students in selecting courses that align with their academic interests and career aspirations while fulfilling program requirements.
2. **Coursework Guidance:** Mentors will assist students in choosing subjects that complement their major and align with their academic and professional goals.
3. **Monitoring Academic Progress:** Mentors will regularly evaluate students' academic performance, offering constructive feedback and strategies to overcome challenges, ensuring students remain on track for timely graduation.
4. **Facilitating Internships and Practical Experience:** Mentors will assist students in identifying and applying for internships or practical training opportunities. They will also offer support in preparing resumes, cover letters, and interview preparation.
5. **Creation of Academic Bank of Credits (ABC) ID:** Mentors will guide students through the process of creating and utilizing an ABC ID, helping them understand how to manage and store academic credits effectively.
6. **Career Counseling:** As career counselors, mentors will help students explore potential career paths, understand industry demands, and prepare for job searches. They will also offer advice on higher education opportunities and certifications.

7. Encouraging Research and Independent Study: Mentors will motivate students to participate in research projects or independent study activities that enhance their academic skills and intellectual growth.
8. Providing Academic Resources and Support: Mentors will recommend study materials, books, workshops, and seminars to aid students' academic growth.
9. Enhancing Academic Skills: Mentors will support students in developing critical thinking, analytical abilities, academic writing, and presentation skills.
10. Networking and Professional Connections: Mentors will help students connect with faculty members, industry professionals, and alumni, assisting them in building a professional network.

Non-Academic Responsibilities of a Mentor

11. Guidance on Personal Development: Mentors will assist students in personal development areas such as time management, stress management, effective communication, and leadership.
12. Supporting Emotional and Social Well-being: Mentors will offer support for emotional or social issues affecting academic performance, providing a listening ear and referring students to counseling services if necessary.
13. Facilitating Extracurricular Engagement: Mentors will encourage students to participate in extracurricular activities, helping them develop a well-rounded personality and soft skills.
14. Internship and Career Planning Guidance: Mentors will provide insights into industries, potential employers, and job market trends, guiding students through their internship and career planning process.
15. Promoting Ethical Standards and Integrity: Mentors will instill values of ethical behavior, integrity, and professionalism in both academic and personal settings.
16. Creating a Supportive Environment: Mentors will foster a welcoming, inclusive atmosphere, ensuring students feel comfortable seeking guidance on academic or personal issues.
17. Encouraging Work-Life Balance: Mentors will advise students on maintaining a healthy balance between academics, extracurriculars, and personal life.
18. Conflict Resolution and Mediation: Mentors will assist students in resolving conflicts with peers, faculty, or others by providing guidance and mediation.
19. Guiding Community Service Projects (CSP): Mentors will support students in planning and executing community service projects, promoting social responsibility and civic engagement.

Conclusion

This policy, effective from the 2020 admitted batch, formalizes the mentor's role at Dr. V.S. Krishna Government Degree College (Autonomous), Visakhapatnam, with an emphasis on academic, career, and personal development of students.

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Issued by: Principal, Dr. V.S. Krishna Government Degree College (Autonomous),
Visakhapatnam