

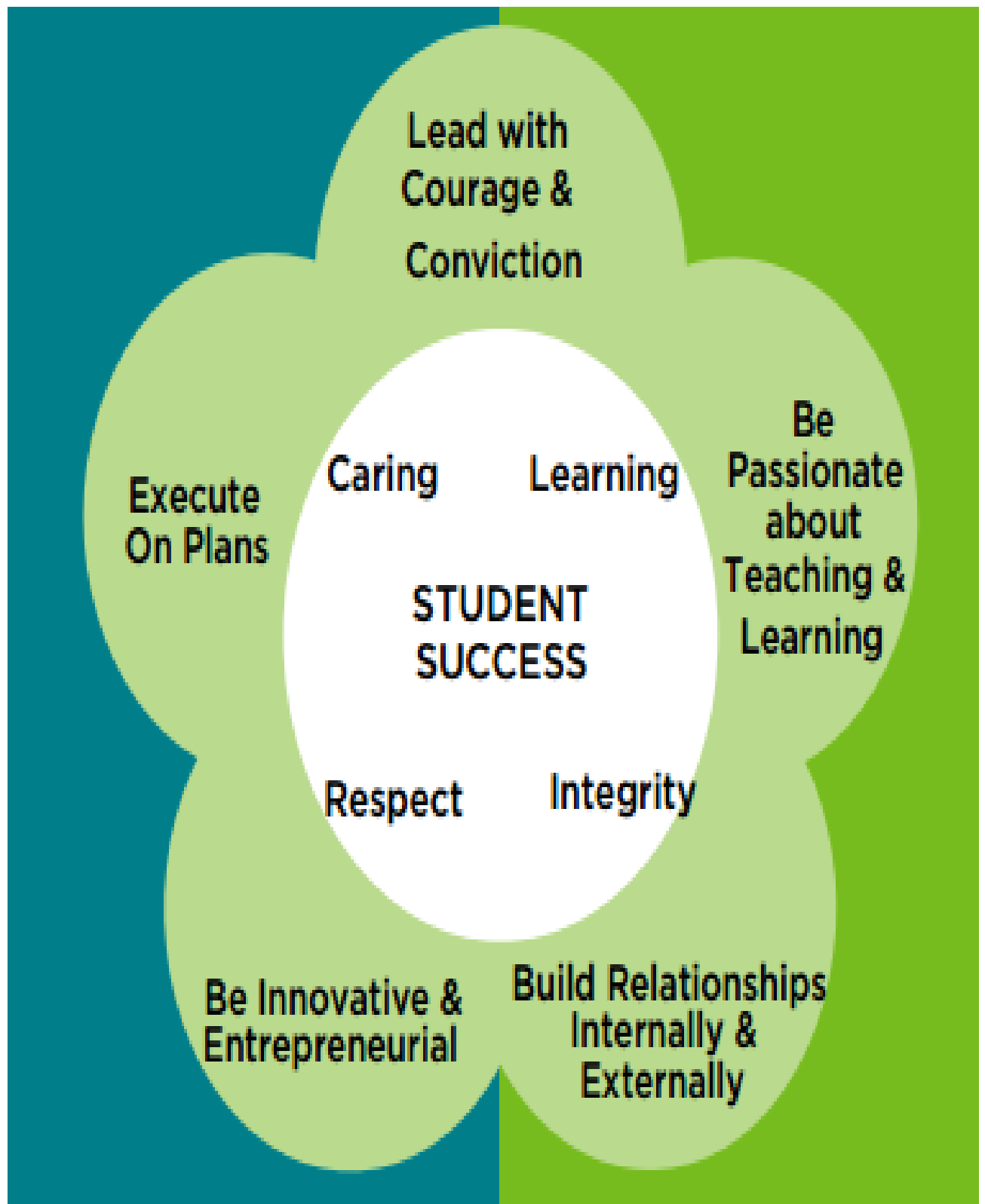
**SRI GVG VISALAKSHI COLLEGE FOR WOMEN**

**(AUTONOMOUS)**

**UDUMALPET,-642128**



**Tutor-Ward (Mentor–Mentee) System**



# **Sri G.V.G. Visalakshi College for Women (Autonomous), Udumalpet**

## **Tutor-Ward (Mentor–Mentee) System**

The institution believes in decentralization of its activities, utilizing the resourceful faculty effectively, thereby sharing the responsibilities among stake holders, to make them an explicit integral component of the functioning mechanism. To this effect, various Committees / Cells have been constituted.

Mentor system is a distinctive feature of the college and has been practised right from the inception of the college. This is one of the most effective systems functioning in the institution and it bridges the gap between the students and teaching community. The regulations of the system are subject to change with time. This system is envisaged as one of the key factors in the performance of the students.

### **Objectives of the System:**

- ✦ To establish a close rapport with the students.
- ✦ To cater to the individual needs of the students.
- ✦ To instil confidence in them.
- ✦ Provide guidance regarding the academic and personal issues.
- ✦ Provide guidance regarding the placement opportunities.
- ✦ Pay more attention to slow learners.
- ✦ Inspire and motivate the advanced learners towards innovation and creativity in thought and actions.
- ✦ Provide an opportunity to express their opinions freely and discuss matters of relevance.
- ✦ Resolve the issues/problems during their adolescence and provide timely counselling.
- ✦ Monitor the progress of the ward.

- \* Guide the students regarding the various resources available within the Institution and also other institutions.
- \* Follow up of the ward regarding her activities.

### **Regulations:**

- The Head of the Department allots the students of the programme to the faculty (tutor) in groups. The tutor in charge takes the role of a mentor.

**Allotment Policy: The College is to follow the UGC Guidelines.**

- **The Mentor-Mentee ratio is decided on the basis of the strength of the students and faculty in the department. It is expected not exceed 1:30.**
- The faculty of the department of Tamil (Aided) are not to be allotted wards since they cannot continuously monitor the progress of the students in their discipline of study.
- Wards are not to be allotted to the faculty on long medical leave.

### **It is expected of the Mentor to**

- Maintain a complete record of the student. The faculty allotted to a group of wards to remain the tutor until the students completes the program.
- Explain the protocols of the department and the college.
- Record the progress/performance of the student and share it with their parents during the PTA meetings.
- Conduct formal Tutor – Ward meeting twice a semester **within a fortnight of the conduct of internal tests**, to observe the progress of the student.
- Organize informal meetings when in need, with regard to the issues that arise from time to time.
- Address the issues related to adolescence.
- Record major issues and timely action to be taken to resolve the issues either with the head of the department or the Principal as the case may be.
- Assist the students to take up remedial coaching whenever necessary.
- Be proactive, follow timelines and inform the wards about their roles and responsibilities and values.

- Be reliable and a good listener.
- Be compassionate with the ward and take utmost care to make them successful.
- Help the wards to identify their strengths and weaknesses and how to address them to meet the challenges and be more successful in their endeavours.
- Provide the students a panoramic view of the various academic and employment opportunities.
- Give a candid and constructive feedback to the ward about their performances and attitude.

**Tutor-Ward System:** It is an effective system functioning in the institution that bridges the gap between the students and teaching community. Each faculty member is assigned a group of students as their wards.

Faculty member has the additional voluntary responsibility of moulding and guiding their wards in all academic and personal fronts. The rules and regulations, welfare measures and various scholarships available and the ways to go about them are explained to the wards.

Slow learners with difficulties in understanding and learning the subjects at the pace it should be, are paid individual attention, guided and trained by the tutor on better ways of learning. Sharing of their own problems with their mentor serve a sigh of healthy relief to the students, thus enabling them peacefully concentrate on their studies.



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