

## **MOM OF MENTORING AND CAREER DEVELOPMENT PROGRAM HELD ON 26/08/2019**

The undergraduate classes' staff teachers met in the Conference Room at 4:00 PM on 26<sup>th</sup> August, 2019. The meeting was presided over by Dr. Kanishka, IQAC Co-ordinator. It began with a short prayer followed by a welcome address by Dr. Kanishka, in which he detailed the agenda of the meeting.

### **Agenda of the meeting**

Orientation on Mentoring Day

### **Outcomes of the meeting**

- Dr. Kanishka explained that Mentoring Day was a one of its kind innovation that he is undertaken as a part of the IQAC. It will be held on 30<sup>th</sup> August, 2019 from 2:30 – 9:00 PM.
- Each class teacher will be the mentor of their class, with each mentor having a maximum of 40 mentees.
- Mentoring will occur in each class's respective classrooms.
- Teachers raised the question of how the class will be divided if there are more than 40 students in a class.
- Dr. Kanishka requested the teachers to make internal arrangements under the guidance of their respective HODs.
- Dr. Kanishka introduced the mentoring book that will contain all the information of the students.
- Each book has space for forty students.
- The books will be used by mentors for the first and second years. Mentors of third year students will continue to use the booklets that were circulated last year.
- Along with mentoring, students will also be expected to attend career development programmes as part of capacity building. This has been organised in various venues in collaboration with external experts.
- Dr. Kanishka discussed possible repercussions for those students who don't attend Mentoring Day. Possible repercussions include:
  - Withholding hall ticket
  - Payment of fine (Rs. 500)
  - Withholding attendance until they meet their mentors
- Teachers also mentioned that some students might miss Mentoring Day for genuine reasons. Dr. Kanishka stated that the punishment could be withheld at the respective teachers' discretion.
- Dr. Kanishka asked the teachers if they had any further clarifications. As there were none, he thanked the teachers for attending the meeting and stated there would be another meeting held when the Action Plan was completed. The meeting ended at 5:00 PM.

**Minutes recorded by: Ms. Maryanne Pais, Department of Psychology.**

**Moderated by Dr. Kanishka K**

## MOM OF MENTORING AND CAREER DEVELOPMENT PROGRAM HELD ON 29/08/2019

The undergraduate classes' staff teachers met in the Conference Room at 4:00 PM on 29<sup>th</sup> August, 2019. The meeting was presided over by Dr. Kanishka, IQAC Co-ordinator. It began with a short prayer led by Ms. Dorothy Deepa, followed by a welcome address by Dr. Kanishka, in which he detailed the agenda of the meeting.

### Agenda of the meeting

1. Description of Action Plan for Mentoring Day, 2019.

### Outcomes of the meeting

- Dr. Kanishka stressed the importance of Mentoring and Career Development Day for all stakeholders. It is developed as a student capacity building exercise.
- Students are to be accorded time slots between 2:30 and 9 PM to meet their mentors. A schedule has been prepared for the same and will be distributed to all class teachers.
- Students with less than 75% attendance, or students who have failed in more than two subjects during the Unit Tests must bring their parents and must sign an undertaking stating that they are aware that if they do not have then minimum attendance (75%), they will not receive their hall ticket for the end semester examination.
- Dr Kanishka asked the teachers to take a copy of this undertaking and make photocopies for their personal use.
- Students are expected to attend career development programmes after their mentoring session. These will be held from 5:15 PM onwards.
- Students are to sit in the library until the commencement of these programmes if their time slot occurs before 5:15 PM.
- Students who do not attend mentoring day will be asked to pay a fine of Rs. 500 and will not be allowed to attend class until they meet their mentors.
- Teachers were advised to keep the following documents ready before mentoring day:
  - Mentoring handbook
    - ✓ First Unit Test marks of each student
    - ✓ Subject – wise attendance for the semester thus far.
    - ✓ Undertaking forms
    - ✓ Time schedule
  - Teachers were asked to ensure the students carried the following documents when coming for mentoring:
    - Student handbook
    - Unit Test marks, and end semester marks of the last semester for second and third year students.
    - Undertaking letter for those students who require it.
- Dr. Kanishka asked that each teacher pick up the following documents when exiting the Conference room, and to sign on the form stating that they have received the same:
  - ✓ Guidelines for mentors and mentees
  - ✓ Mentoring handbook (2 books for those with more than 40 students)
  - ✓ Letters of undertaking (to be photocopied by the teacher)
  - ✓ Time schedule for scheduling appointments

Dr. Kanishka thanked the teachers for their dedication to mentoring the students and asked that they take it seriously. The meeting ended at 4:50 PM.

**Minutes recorded by: Ms. Maryanne Pais, Department of Psychology**

**Moderated by Dr. Kanishka K**