Process of Mentoring

Mentor-Allotted Student Groups:
The allocation of 15-20 students to each mentor ensures a manageable and personalized approach. With a smaller group, mentors can devote more attention to understanding each student's needs, strengths, and areas for improvement. This arrangement facilitates effective mentor-student relationships and allows mentors to offer more individualized guidance.

Academic Information Management System (AIMS):
The utilization of AIMS for recording and maintaining student details is a smart approach. AIMS provides a centralized platform where mentors can store academic records, personal interests, progress assessments, and any special considerations for each student. This digital system aids in organized tracking and ensures easy access to relevant information when planning mentoring sessions.

Mentoring Frequency:
The plan to schedule three to four interactive sessions per student is beneficial for several reasons. Regular interaction enables mentors to closely monitor students' progress and address any challenges or concerns promptly. These sessions can involve discussing academic goals, study techniques, clarifying doubts, and exploring personal interests. The frequency ensures consistent support and guidance throughout the academic term.

1st Mentoring Session will comprise the following points (Before IA test 1):

> Mentors will collect the List of Advanced, Average and Slow Learners from the class.
> Discuss about the students Interests, Hobbies and their inclination towards curricular, co-curricular and extracurricular.
> Discussion of previous semester's Academic Discussion on importance of internal tests and attendance.
> Enquire about the preparations for the 1st Internal

2nd Mentoring Meet (Before IA test 2):

> Discuss about the 1st IA performance with respect to courses. If the student performance is unsatisfactory, then reasons for their low scoring are discussed and accordingly suggestions are given.
> Students are encouraged to participate in co-curricular and extracurricular activities for various.
> Discussion on Attendance status.

3rd Mentoring Meet (Before IA test 3):

> Discuss about the 2nd IA performance with respect to courses. If the student performance is unsatisfactory, then reasons for their low scoring are discussed and accordingly suggestions are given.
> Students will be advised to attend the 3 IA compulsorily and to prepare action plan for the Semester End Exam preparation.
> Discussion on Attendance status.

4th Mentoring Meet (After IA test-3 Optional):

➢ Non-compliance of any points raised in the above mentoring sessions will.
➢ Students will be advised on the above

Note: The Internal Assessment performance and attendance status of each student will be communicated to the respective parents.

Maximum No. of Students per Mentor	15 to 20
Frequency of Mentoring	3 to 4 per Semester and more if needed
Prerequisite	Class Teachers prepares list of Advanced, Average and Slow Learners based on the previous Academic Performance
Mentoring-I	**Discussion and comments on:** 1. Previous Performance 2. Hobbies & Co-curricular Activities 3. Teaching and Learning Process
Mentoring-II	**Discussion and comments on:** 1. Review of previous counselling 2. IA-1 Performance 3. Teaching and Learning Process
Mentoring-III	**Discussion and comments on:** 1. Review of previous counselling 2. IA-2 Performance 3. Teaching and Learning Process
Mentoring-IV (Optional)	**Discussion and comments on:** 1. Advice on Non-compliances