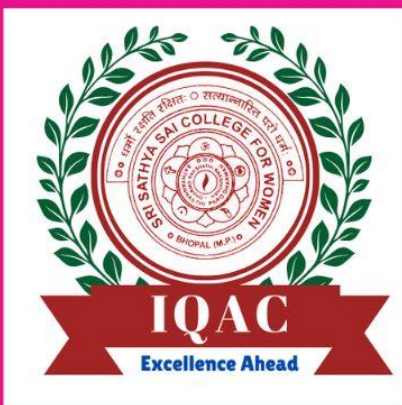




**Sri Sathya Sai College for
Women, Bhopal**

ADVISOR ADVISEE POLICY

For providing guidance and
encouragement to advisees



Policy for Advisor-Advisee System (Mentor-Mentee Scheme)

Sri Sathya Sai College for Women, Bhopal believes in providing a holistic and well-rounded education and nurturing students with special emphasis on physical, mental, and moral wellbeing. In today's fast-changing social and cultural structure and paradigm shifts, it is paramount that institutions strategies to offer personal attention to students to aid successful academic and extracurricular objectives. Our institution has identified and catered to this requirement since its inception. To this effect, we operate an advisor-advisee system in which first-year students are assigned advisor teachers who guide and support them throughout their education academically and Psychologically in the College.

Objectives of the Policy

- To proactively try to identify problems of the general students and to bring them to the notice of the consensus societies.
- To strengthen emotional intelligence and handle challenges with equipoise.
- Introduce and discuss the concept of the mental system with the assignments.
- True learning expertise develops the career of a mentee.
- To listen actively and show empathy.
- Maintain absolute confidentiality about every student's weaknesses.
- Extent encouragement for the development of self-confidence and self-esteem.
- Celebrate a landmark and attainments with an advisee.

Procedure For the Policy

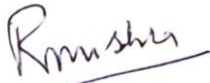
Each Mentor maintains a file or register record for each mentee including family background, result, blood group, etc. giving due respect to data protection.


Advisor teacher Role and Responsibilities

- Advisors maintain Code of conduct by encouraging students to maintain the highest standards of discipline and dignified manner of behaviour inside as well as outside the college campus. They shall abide by the rules and regulations of the college and should act in a way that highlights the discipline and esteem of the College.
- Advisor teachers maintain and overlook that the students treat the member of the staff both in teaching and non teaching and their

fellow students with courtesy both in and outside the College.

- Holding group meetings with the advisee group physically once in a month or through WhatsApp group. This involves general healthy discussion and updating basic personal information in the file.
- Regular checks and discussion on academic performance - any related issues to be resolved, which includes access to study material, library, and advisor's meetings with subject teachers and family members if need be. Provides books from the book bank for the whole year to needy students.
- Guidance to the advisees about career mapping, how to link their degree to jobs, identifying their aptitudes, and advising the right pathway.
- A quarterly meeting of advisors with a faculty head to assess the progress and effectiveness of the scheme. Advisors are free to discuss options of special scholarships and other assistance for their advisees with the faculty head who in turn discusses it with the principal of the institution.


Dr. Renu Mishra
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