



ST. ANDREW'S COLLEGE OF ARTS, SCIENCE AND COMMERCE

Internal Quality Assurance Cell

MENTOR-MENTEE PROGRAMME

We believe that Student Engagement is a pre-requisite to Student Empowerment along with the development of a holistic personality. This is in keeping with the Vision and Mission statements of our college. Every School lays the basic foundation of moulding a student's personality. However, the College is the sculptor, applying polishing strokes to it. It is a rehearsal platform providing the scaffolding for developing skills, thereby helping students to bridge the gap between the simulated world and the real world, so that they emerge as sensitised and responsible citizens of India and the world, being able to smoothly manoeuvre their own future.

Every student enters college with a host of expectations, aspirations and apprehensions along with their own distinct emotional and social psyche. It is important for each student at every academic level to have a 'go to' person to make them feel welcome and help them learn how to navigate college, inside and outside the classroom, thus creating a healthy environment for academic and personal growth.

It takes precision, care and constant oversight to ensure the success of a Mentoring programme. A college Mentor can have an indelible impact on the life of a student in many different ways. Subsequently, St. Andrew's College has adopted a mentoring program which aims at being the driving force reinforcing a much needed 'Student Focussed Culture', promoting not only the student's academic and social preparedness but also influencing student lives by connecting them with resources to make them successful throughout the student life cycle. Our two-fold goals are Student Empowerment and Student Engagement. Our Mentors will build relationships with students, locates spaces where they get disconnected, and help them reconnect.

OBJECTIVES:

- To monitor student regularity in attendance.
- To keep parents updated about attendance and performance of their wards.
- To enhance the quality of teacher-student relationship and establish a bond.
- To resolve successfully any conflicts in learning practices.
- To address emotional and social issues and make necessary referrals.
- To guide in career education and selection.



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ACCREDITED - 'A' GRADE BY NAAC

Best College Award (2015-2016) University of Mumbai

St. Dominic Road, Bandra (W), Mumbai - 400 050. Tel.: 2642 8684 / 2640 1657 • Fax : 2655 6006
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PRACTISE:

- The Approved Mentor List for each class is displayed on the Staff and Student notice board for each academic year.
- The Mentor conducts the College Orientation for parents and students for the assigned class.
- The Student Profile forms are distributed by the Mentor to their respective classes.
- The Mentor collects the Student Profile forms duly filled in and studies them.
- One Student Profile form for each student is updated and maintained for all the three years.
- The co-ordinating team of the Mentor Mentee system conducts an Awareness Campaign about the significance of Mentoring in every class.
- The Approved Mentor Mentee list with the ratio of 1:25 (based on registrations) is displayed on the Staff and Student notice board.
- Regular meetings are scheduled between the Mentor and Mentee throughout the academic year. The mentee maintains a log book of the meetings.
- All leave application forms addressed to the Principal, have to be duly signed by parents of the students and counter signed by the Mentor before submitting to the office.
- Mentors distribute the examination marksheets to their respective classes.
- On display of the Defaulters List in attendance/performance, warning letters are issued to the students, and thereafter students along with at least one parent are called for a meeting with the respective Mentors of all the classes.
- Students who do not opt for the Mentoring programme avail of the benefit of varied programmes and workshops organised by the college (some mandatory/ some optional), ranging from Life Skills Development, Value Education, SOP, Career Guidance, DLLE etc. for their personal and professional growth.
- In a program that is based on intrapersonal communication, feedback is crucial. Subsequently, as a means of measurement of the success of the Mentor Mentee program, at the year-end, it is mandatory for all the mentees to fill a Feedback Form.

BENEFITS:

- Support from a caring adult.
- Increase in self-esteem and motivation to succeed.
- Professional assistance in choosing the right career path.
- Better interpersonal and community relations.



STUDENT SERVICES TEAM

In lieu of the present scenario of the Pandemic and Lockdown, along with the uncertainty regarding the College Calendar for the present academic year 2020-21, the respective schedule of admission procedures, ATKT exams, lecture schedule etc, it's not unusual for students as well as parents to feel worried and overwhelmed.

At times like these, it is only imperative to have a semi-formal body as a point of reference for all college enquiries. In keeping with this objective, this year St. Andrews College decided to launch a new body of students, namely the **STUDENT SERVICES TEAM. (SST)** predominantly being a student centered approach, branches as an off-shoot of the mentoring system, in the form of student guides.

The **STUDENT SERVICES TEAM** is essentially a body OF the students, BY the students and FOR the students. It is essentially a ONE-STOP SHOP for enquiry, a helpline for all information related to the functioning of the college, ranging from academic related activities to co-curricular and extra-curricular activities, examination details, various formal committees etc. outlined for each academic year. This team would render any administrative help to expedite the college official working procedures. It would also serve as a link between the student and teacher, thereby promoting effective communication and strengthening the teaching learning process.

COMPOSITION: (Academic year 2020-21)

The SST comprises of a total of 16 students selected on the basis of Teacher recommendations.

Chairperson: Principal Dr. Marie Fernandes

Co-ordinating Team:

Ms.Sharmila Dhote (In-charge)

Dr. Shirly Pillai

Mr.Prashant Tari

Dr. Priya Shahi

Ms.Roshani Bhatu

Student Guides:

Degree College

SYBA : Sneha Singh and Christina D'Souza

SYBCOM : Divya Vaity, Shraddha Kadam and Riya Soosai

TYBA : Veksharaj Roy and Susana Anthony

TYBCOM : Carl Gabriel, Mark Fernandes and Saloni Shinde



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Self Finance Courses

BMM	: Ashmita Sunil
BMS	: Haile Henriques
BAF	: Shaloni Dsouza
BSc IT	: Supriya Purohit
BSC. HOS	: Rehan Khan
BBI	: Sanjay Prajapat

Functions:

- To answer any queries (telephonic included) related to college during working hours.
- To routinely maintain contact with the Mentor-Mentee Co-ordinator and concerned authorities regarding various college updates.
- To help in any college related administrative work.
- To be accessible to students and give first-hand information about the various committees open for participation and addressal of grievances.
- To opt for/assist in the Buddy Project under the PALS. (Participative Academic Learning Scheme)
- To be vigilant about the smooth working of infrastructure facilities of the college and report of any inconvenience/malfunctioning/damage caused to the concerned authorities.

Fernandes

Dr.(Ms) M. B. Fernandes
Principal