

## **Student Counselling System**

Safety of students is one of the important concerns of the University Grants Commission (UGC). Therefore, the UGC formulated guidelines for students' safety on and off campus of Higher Educational Institutions (HEI). One of the important constituents of the guidelines for HEI was to mandatorily put in place a 'Student Counselling System' for effective redressal of grievances and challenges faced by students. As per the direction of the UGC, Ramjas College has constituted a Student Counselling System for creating a platform for students to interact and share their problems with the College authorities at various levels. The College involves teachers who act as mentors, guides, and sometimes local guardians of students. These faculty members interact with students and try to cater to their emotional and intellectual needs. They also guide students on their career prospects. The functioning of the Student Counselling System of the College is as follows:

### **Stage I: Assigning mentors/guides to students**

Teacher-in-charge of all departments are informed to assign mentors/guides to each student in the department.

A group of maximum 25 students is assigned to a mentor.

All mentors are required to hold meetings with assigned students regularly.

A log book should be prepared to maintain record of attendance and issues.

The minutes of such meetings are to be recorded.

Mentors are required to note down the concerns raised by students and take appropriate action to address the issue.

If required, concerns/issues of students can be kept confidential.

### **Stage II: Submission of Report**

Mentors are required to prepare report of all meetings and issues raised and addressed by students and the same is to be submitted to the authorities/departments.

It shall be done on a monthly basis.

Attached are the guidelines for the Mentorship Program

## **Guidelines for Mentor-Mentee Program**

1. As per the guidelines of the National Assessment and Accreditation Council (NAAC), all faculty members should engage in mentoring students in order to enhance teaching-learning skills and the overall quality of higher education.
2. The mentorship is intended to support building academic leaders who have knowledge, skills and abilities through guidance and counseling by mentors.
3. For efficient outcome of the program, each teacher should be allotted a group of students by their respective departments for mentoring the students of the group assigned to them.
4. All the departments should assign mentors for students of both Honours and Programme courses. Mentoring for the students of programme courses including B.A. Programme, B.Com. Programme, B.Sc. Programme in Life Sciences and B.Sc. Programme in Physical Sciences, should be arranged with the teachers of respective departments who are engaged in teaching these courses.
5. The aim of the mentor-mentee program is to ensure that the teachers are in constant dialogue with their students or mentees to cater to their learning needs.
6. The mentors are advised to maintain regular contact with their mentees by organizing a meeting session at least once in a month.
7. The mentors should maintain the minutes of the each meeting along with the attendance record, required details of the students (name, roll number and year of the students who were present in the meeting), and meeting details (date, time and link of the meeting).
8. Any grievances received from the students should be resolved at the department level and the Action Taken Report (ATR) should be prepared.
9. Mentors should submit the minutes of every meeting along with the attendance record and the ATR, if any, to the NAAC Coordinator of the respective department, at the end of each semester.

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