

BPCA'S

**COLLEGE OF PHYSICIAN EDUCATION,
WADALA, MUMBAI 400 031.**

POLICY AND PROCEDURE OF MENTORING



POLICY AND PROCEDURE

Mentoring Policy

1. Introduction

Mentoring is an important part of program in BOCA'S College of physical education (CACPE). BPCACPE is committed to enabling learners to access support mechanisms to meet their academic and non-academic needs. This policy applies to all mentors and mentees who take part in the programme. It aims to ensure that learners have the opportunity to work with a mentor who will offer support and guidance on academic and non-academic issues.

2. Policy Statement

- a) Provide consistent support, guidance and concrete help to a student teacher.
- b) To help all students teacher involved in the mentoring program to gain the skills and confidence to be responsible for their own futures and develop to their full academic and personal potential.
- c) Provide mentoring to student teachers to develop their teaching skills
- d) BPCACPE will ensure that all learners receive the care, guidance and support necessary to maintain and extend their personal development and academic progress.

3. Procedures for Mentoring for Teaching Optional subject

- a) At the beginning of semester- I students teacher selected one optional subject (Marathi, Hindi, English, Science, Maths, History, and Geography)
- b) Coordinator faculty member make a group of 10 students teacher in each group.
- c) Each group is to be allocated a faculty member as mentor.
- d) Mentor helps mentees to improve their teaching skills.

- e) Role of mentor is to provide necessary guidance, give feedback related to teaching help mentees.
- f) Mentees role is to communicate, discuss with mentor.
- g) Various remedial strategies are used for students teacher who have difficulty in teaching and lack of confidence.
- h) The mentors should try to understand their mentees and help their mentees settle well in the new.

4. Procedures for Mentoring for teaching physical education

- a) At the end of second semester in charge faculty member conduct one-week workshop on teaching physical education program. Workshop includes Teaching skills related to physical education, Lesson plan, overall procedure of program.
- b) All the students teacher are divided into 8 groups (15 to 18 students teacher each).
- c) Each group allotted one faculty member as mentor.
- d) Mentor provide guidance to improve teaching skills of mentees.
- e) Role of mentor is to provide necessary guidance, give feedback related to teaching help mentees.
- f) The mentor will act as a guide, coach and role model for the trainee.
- g) Mentees role is to communicate, discuss with mentor.
- h) The mentors should try to understand their mentees and help their mentees settle well in the new.

Procedure of mentoring of other

- a) Principle of college allotted one faculty member as mentor for each class (Class teacher).
- b) All class teacher conduct orientation about rules and regulation of college, communicate expectations from students teacher, discuss consequences of misbehaviour.
- c) Class teacher will conduct meeting with their class last week of every moth.
- d) Mentees can discuss different problems and issues with class teacher.
- e) Class teacher maintain document of all issues and problems.
- f) Class teacher also take sign of class representative on document of meeting.

- g) After that class teacher discuss all issues and problems with principle or related authority and try to solve problems.
- h) Class teacher is responsible for solving problems and follow up.

MPED PROGRAM

1. Procedure of mentoring in Teaching

- a) Master degree student allotted mentor for teaching lesson.
- b) Mentees take guidance and discussion with mentor before lesson.

2. Procedure of mentoring in Research guidance

- a) Research coordinator conduct a workshop for research problem selection beginning of semester III.
- b) Research coordinator, Principal and HOD distribute all the students teacher for research guidance through random method.
- c) Master degree students teacher are divided amongst Faculty members for research paper guidance. Here also students teacher informal mentoring takes place. With guidance for research paper the students' teacher get freedom to discuss any issues and suggestion related to academics and administration and solution is sought out. Teacher student ratio is changed according to topics of expertise. The college tries to maintain a healthy ratio.

2. Procedure of mentoring of other

- a) Principle of college allotted one faculty member as mentor for each class (Class teacher).
- b) Class teacher will conduct meeting with their class last week of every month.
- c) Mentees can discuss different problems and issues with class teacher.
- d) Class teacher maintain document of all issues and problems.
- e) Class teacher also take sign of class representative on document of meeting.
- f) After that class teacher discuss all issues and problems with principle or related authority and try to solve problems.
- g) Class teacher is responsible for solving problems and follow up.