

## **WALK WITH A SCHOLAR**

It has been observed that the students in Arts, Science and Commerce Colleges do not get necessary orientation to prepare them for employment or guidance necessary to select areas for higher study.

Walk With a Scholar (WWS) scheme proposes to arrange specialized mentoring programs for students in Under Graduate Programs in Arts, Science and Commerce and to provide guidance for their future. The scheme introduces the idea of mentoring and builds on the concept of mentor as a 'Guide' and 'Friend'.

The mentoring scheme for students will be purely voluntary in nature. It will be open for all students entering the first year of the Under Graduate Programme of Study. The Scheme aims at giving necessary orientation to needy students, to prepare them for employment and give them necessary guidance, motivation and necessary mental support to identify appropriate areas for higher study as well as employment.

The mentoring scheme should be planned to identify the opportunities available for the scholars, the areas suitable for them, the manner in which the scholar should proceed before them and evolve ways by which they can be acquired.

### **Preliminary Steps- Preparation**

(i) The College Council should identify a College level Coordinator for the WWS Scheme from the faculty of the college. Preference can be given to faculty who have worked as placement officers or coordinators of career guidance unit in the college

(ii) The scheme should be discussed by the College Council and amongst the faculty members

(iii) The College Council should act as a Monitoring Committee for the implementation of the Programme and the Coordinator should function in consultation with the Principal and the College Council

### **Student Selection:**

(iv) Students of first year Degree Programme alone are to be included in the Scheme

(v) The students of First Year UG Programme should be made aware of the Programme, for which, a meeting of the first year UG students may be convened at the college level and the scheme and objective explained to them

(vi) Applications should be invited from willing candidates for enrolment

(vii) Students selected for the Programme should have secured at least 60% marks At the Higher Secondary/Plus Two level. This stipulation of minimum marks is not applicable for SC/ST students

(viii) The number of students identified under WWS Scheme, should not exceed 30. If the number of applicants exceeds 30, the College council should evolve a method of selecting the required number of students so that the neediest students and those genuinely interested in the scheme alone are selected Identification of Mentors:

(ix) For the purpose of mentoring, two categories of mentors are to be identified. One will be 'Internal Mentor' and the second will be 'External Mentor'

(x) The Internal mentor has to be a faculty from the Institution in which the student is studying. They should be persons who are able to do mentoring and support the scholars and act as a Guide, in building their career. Each Internal Mentor will be in charge of 6 students. So an institution admitting 30 students in the WWS Scheme must identify 5 Internal Mentors.

(xi) The list of Internal Mentors identified by the Institution should be forwarded to the Office of the New Initiatives in the mail-id provided (pmwws@gmail.com)

(xii) External Mentors have to be identified from persons working in Industry, as well as from Professions like Engineering, Medicine, Architecture, Law, Hospitality, Media, Business, Teaching, Administration or from any field as found necessary according to the local needs of the Institution/students. External Mentors can be persons working in the State and Central Public sector. Reputed persons from Private sector may also be identified as External mentors. Proven expertise and merit must be the criterion followed for identifying External Mentors. Consent of the person must be ensured before including a person as an External Mentor. External Mentors can be identified by the institution locally. They can also be identified from the list that may be made available by the Higher Education Department/Collegiate Education department. The panel of External Mentors should be approved by the College level monitoring committee of WWS.

(xiii) The list of 'External Mentors' identified by one institution may be made available to the Office of the New Initiatives/Directorate of Collegiate Education and also to other Colleges if required, so that their services and expertise are made available to larger number of Scholars, under the scheme

(xiv) The schedule for the mentoring (Internal/External) may be decided at the Institutional level. Proper records related to the attendance of students and mentors may be maintained.

(xv) The progress of the Scholar must be evaluated at regular intervals by the Mentors and necessary corrective measures taken to meet the desired objectives

### **Guidelines for the utilization of funds allotted under the Walk With a Scholar (WWS) Programme in Aided Colleges during 2014-15**

The amount allotted for WWS 2014-15 for each Aided College is as follows

	<b>Allotment to Aided Colleges where Programme Starts in 14-15</b>	
1	Internal mentoring for first year (15 hrs)	37500
2	External mentoring 15 hours	22500
3	Study materials	5000
4	Coordinator charges	7500
5	Tea and Snacks	2000
6	Stationery Kit	900
7	Travel expenses	1000
8	Office expenses	1000
	<b>Total for one Aided College</b>	<b>77400</b>

The Amount allotted is for the financial year 2014-15 and is to be utilized in full by 31<sup>st</sup> March 2015. As this is a Programme for the needy students in the colleges, the entire amount is to be utilized at the college level. This has to be ensured by the College level monitoring Committee for WWS.

1. Internal Mentoring First Year (15 Sessions @ Rs.500/- per session for 5 internal mentors): Rs. 37500/-

The remuneration to Internal Mentors shall be paid in lump on completion of their allotted sessions and on submission of a completion report to the Coordinator.

2. External Mentoring (15 sessions of 1-hour duration @Rs.1500/- per session): Rs.22500/-.

Person of repute may be invited for engaging external mentoring sessions. The list of External mentors proposed to be invited to the institution during the year, must be prepared initially and placed before the College council for approval. Any reputed person not in the list but proposed to be invited for external mentoring may be referred to the Principal for approval. No person shall be invited as External Mentors without the consent of the Monitoring Committee/College Council/Principal.

3. Study materials: Rs.5000/-

The amount may be used to provide copies of hand-outs and study materials provided by the External mentors or those prepared by the internal mentors. Magazines/periodicals approved by the college level monitoring committee can be purchased from these funds for common use. They may be procured through the agency providing such items to the college library and can be used exclusively by the students of the WWS Programmes. Proper stock register must be maintained in this regard. Facilities in PTA/Cooperative Stores/Continuing education Centre etc may be made use of for procuring the items.

4. Coordinator chargers: Rs.7500/-

Coordinator should claim this only after the Programme for the year is completed. Coordinator should give a declaration to the Principal to the effect that the WWS Programme for the year 2014-15 has been completed in the College as per the Guidelines prescribed. The amount may be claimed by the Coordinator based on the recommendations of the Principal.

5. Tea and Snacks: Rs. 2000/-

This amount may be used for serving refreshments to students (tea/snacks) when they attend the mentoring Programmes (Internal or External), particularly on Saturdays. Only those attending a Programme need be given the benefit. The College canteen if functioning in the college should be entrusted with the task of providing tea/snacks. Proper vouchers are to be maintained for the expenses in this regard. Consolidated Voucher, showing the details of the expenses for the year, along with a detailed statement showing the expenses on each occasion should be kept.

6. Stationery Kit: Rs.900/-

All those enrolled for the Programme may be given a pen and a Note book for the use in the WWS Programme. Amount left out after this may be used for purchase of stationery for the students of the Programme. Items may be procured through the Cooperative Society of the Colleges (if there is one), if not through PTA.

7. Travel expenses: Rs.1000/-

This may be utilised for reimbursement of actual Bus/train fare to students for attending WWS classes on non-working days and holidays when the facility of student concession is not provided to the students. The distance travelled, the actual ordinary bus/train fare etc should be noted in the declaration. This has to be verified and approved by the Coordinator. A ticket or a copy of the ticket (Bus ticket/Train ticket) should be filed. This can be given based on the declaration of the student obtained in writing, which has to be filed. This can be reimbursed as a lump at the end of the Programme based on a single declaration showing the dates of claim. The coordinator will ensure that the amount is sanctioned only for the days admissible.

8. Office expenses: Rs. 1000/-

This may be used for purchase of stationery/file/paper etc; needed for the running of the WWS Programme. The expenses on account of refreshments charges/food for External resource persons may be met from this head. Purchases may be made through PTA/Cooperative Store/College Canteen etc; as far as possible