

Mentor-Mentee Policy

Introduction

The monitoring of student is a primary job for any higher education institute and our college adopted a mechanism known as mentor-mentee model. We have adopted a strategy to make use of emotional and instrumental support between the students and faculties. The faculties are playing the role of mentor and students will be known as mentees. This model will overcome the communication barriers between the student and faculty relationship.

Objectives

The goal of this monitoring model is to identify the student, really who needs support from the faculty members. The following fundamental mechanisms will provide,

1. To provide a counselling for the students in career and non-academic areas
2. To provide enough support for the students through an interaction related to skill development, additional course, and supplementary course
3. To motivate the students to achieve the target and to improve their academic performance
4. To guide, encourage, and advice the student about their life style, health, mental and emotional based issues
5. To create an interest for the students in academic and other institutional related activities

Roles and Responsibilities of Mentors

1. Each faculty will be in the role of mentor for the set of students from the same department. They have a one to many relationship from faculty to students
2. The mentor will be remaining in the same role till end of the course for the assigned students.
3. The mentor shall be changed based on the approval of the HOD in the concerned department
4. The Institution shall organize an orientation program or session for the new joined students at the beginning of very academic year
5. The role of mentor is to teach the rules, regulations, and academic policies to the mentees and the mentor has to monitor the activities of mentees regularly
6. The mentor has to maintain all the details of mentees by including parent details, address and other personal details with proper documents
7. The institute has to ensure that the faculty mentors are meeting mentees in a regular interval, like once in a month or twice in a semester
8. The mentor mentees meeting schedule may be given or organized as common meeting by calling parents once in a year
9. The mentor may provide an advise and approval of course selection in core and elective courses during the starting of semester

10. The mentor has to give a time slot as a meeting hour for the mentees
11. The mentor has to provide e contacts to reach at any time by the mentees
12. The role of mentoring shall cover the academic and non-academic related issues faced by the mentees
13. The mentor has to maintain a record of meeting with mentees by including Date and time of meeting, purpose of meeting and action taken based on the mentoring report
14. The mentor has to review the student activities and academic progress in a regular interval
15. The mentor has to submit the mentoring report to the chief mentor as consolidate report
16. The principal will be an chief mentor for all the mentors and the principal has all the rights to take necessary action based on the mentoring report submitted by the mentors